



PeopleSoft Enterprise Global Payroll for Mexico 8.9 PeopleBook

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About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft menus, and pages, forms, or windows. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications.

Note. Application fundamentals PeopleBooks are not applicable to the PeopleTools product.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplebookspress@mmapartner.com.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes

Resource	Navigation
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.

Typographical Convention or Visual Cue	Description
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

If the note is preceded by *Important!*, the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: “(Latin America) Setting Up Depreciation”

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Global Payroll for Mexico Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.
- Global Payroll documentation.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Global Payroll for Mexico.

PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”

PeopleBook Structure

PeopleSoft PeopleBooks follow a common structure. By understanding this structure, you can use this PeopleBook more efficiently.

The PeopleBooks structure conveys a task-based hierarchy of information. Each chapter describes a process that is required to set up or use the application. Chapter sections describe each task in the process. Subsections within a section describe a single step in the process task.

Some PeopleBooks may also be divided into parts. PeopleBook parts can group together similar implementation or business process chapters within an application or group together two or more applications that integrate into one overall business solution. When a book is divided into parts, each part is divided into chapters.

The following table provides the order and descriptions of chapters in a PeopleBook

Chapters	Description
Preface	This is the chapter you’re reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • How Global Payroll documentation is structured.
Getting Started With...	This chapter discusses product implementation guidelines. It explains: • The business processes documented within the book. • Integrations between the product and other products. • A high-level documentation to how our documentation maps to the overall implementation process; it doesn’t offer step-by-step guidance on how to perform an actual implementation.
Navigation	(Optional) Some PeopleSoft applications provide custom navigation pages that contain groupings of folders that support a specific business process, task, or user role. When an application contains custom navigation pages, this chapter provides basic navigation information for these pages. Note. Not all applications have delivered custom navigation pages.
Understanding...	(Optional) This is an introductory chapter that broadly explains the product and the functionality within the product.
Setup and Implementation	This can be one or more chapters. These chapters contain documentation to assist you in setting up and implementing the product. For example, if functionality X is part of a product, this chapter would be devoted to explaining how to set up functionality X, not necessarily how to use functionality X. You would look to the corresponding business process chapter to learn how to use the functionality. Note. There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book.

Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. Note. There may be times when a small amount of setup and implementation information is included in a business process chapter if the amount of setup and implementation documentation was insufficient to create a separate chapter in the book.
Appendixes	(Optional) If the book requires it, one or more appendixes might be included in the book. Appendixes contain information considered supplemental to the primary documentation.
Delivered Workflow Appendix	(Optional) The delivered workflow appendix describes all of the workflows that are delivered for the application. Note. Not all applications have delivered workflows.
Reports Appendix	(Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter.

Global Payroll Documentation

This section discusses:

- Global Payroll application design.
- Global Payroll documentation structure.
- Documentation roadmap.

Global Payroll Application Design

Because the structure of the Global Payroll documentation is similar to the design of the application, the best way to understand the documentation is to review the design of the application itself.

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

- A payroll rules engine.
- A payroll processing framework.
- Processes and setup steps that apply to all countries.
- Country extensions that include:
 - Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
 - Country-specific rules and elements.

Global Payroll Documentation Structure

Like the application, the documentation for Global Payroll consists of two parts: a core book and separate country extension books.

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country neutral. Thus, while it describes the core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have been set up for you. For information about how PeopleSoft has extended core capabilities to meet local requirements, refer to the country extension documentation.

Country Extension Documentation

Just as country extensions in the application address local needs, the country extensions in the documentation cover local functionality. This includes:

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft Enterprise HRMS) setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

Documentation Roadmap

The core and the country extension documentation complement each other, therefore, it is important to read both sets of documentation.

What to Read When

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the country extension, read the core documentation first and then the country extension documentation.

For example, banking is a feature that you first define in the core application and then often continue in the country extension, because most country extensions have some type of banking functionality. You would first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

- If a process is set up only in the core application, read the core documentation.
- If a process is set up only in the country extension, read the country extension documentation.

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

Technical readers who are interested in the technical design of the application should begin by reading the "Introducing the Core Application Architecture" section of the core documentation, as well as the background processing information that is mentioned in many of the other sections.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, "Introducing the Core Application Architecture".

- Functional

Functional readers who are interested in defining rules should begin by reading the country-specific functionality described in the country extension documentation. Functional readers can continue to learn about how to use the tools in the core application by reading the sections on defining payroll elements, such as earnings and deductions, in the core documentation.

- Managerial

Managerial readers should begin by reading the introduction sections of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll application.

Note. To fully understand Global Payroll, technical or functional persons who are involved in the application implementation should read the core documentation and the applicable country extension documentation in their entirety.

CHAPTER 1

Getting Started with Global Payroll for Mexico

This chapter discusses:

- Global Payroll for Mexico overview.
- Global Payroll for Mexico business processes.
- Global Payroll for Mexico integrations.
- Global Payroll for Mexico implementation.

Global Payroll for Mexico Overview

Global Payroll for Mexico delivers elements, rules, pages, processes, and reports that work with the Global Payroll core application to form a complete payroll package for Mexico. You can define earnings, such as the base salary, *Aguinaldo*, average salary, overtime and profit-sharing (PTU). You can define deductions, such as union fees, parking dues, and personal loans, as well as provisions for vacations, vacation premiums, and *Aguinaldo*. You can define and process garnishments. With Global Payroll for Mexico, you can calculate and process social security, federal taxes, and state taxes. You can track absences and vacations for employees. With Global Payroll for Mexico, you can calculate termination pay and adjust or reverse an employee's check. You can generate payslips, process banking, and generate reports.

See Also

[Chapter 2, “Understanding Global Payroll for Mexico,” page 5](#)

Global Payroll for Mexico Business Processes

Global Payroll for Mexico provides these business processes:

- Earnings.
- Christmas bonus.
- Average salary.
- Profit sharing (PTU).
- Overtime.
- Deductions.
- Social Security.
- Federal and state taxes.

- Annual adjustment.
- Subsidy factor.
- Absences.
- Vacations.
- Termination pay.
- Garnishments.
- Results adjustments and reversals.
- Net-to-gross payments.
- Payslips.
- Banking.

These business processes are discussed in the business process chapters in this PeopleBook.

Global Payroll for Mexico Integrations

Global Payroll for Mexico integrates with these applications through the core Global Payroll application:

- PeopleSoft Enterprise Human Resources.
- PeopleSoft Enterprise Time and Labor.
- PeopleSoft Enterprise General Ledger.

Integration considerations are discussed in the core Global Payroll PeopleBook.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Working with Payee Data”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Integrating with PeopleSoft Enterprise Time and Labor”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Integrating with PeopleSoft Enterprise General Ledger”

Global Payroll for Mexico Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS 8.9 Application Fundamentals Preface”

PeopleSoft Setup Manager for PeopleSoft Enterprise HRMS and Campus Solutions 8.9 PeopleBook

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll for Mexico

This chapter discusses:

- Global Payroll for Mexico.
- Global Payroll for Mexico business processes.
- Delivered elements for Mexico.
- Element naming conventions in Mexico.
- Viewing delivered elements for Mexico.

Global Payroll for Mexico

Global Payroll for Mexico is a country extension of the core Global Payroll application. It provides you with the payroll rules, elements, and absence processes needed to run a Mexican payroll.

Global Payroll for Mexico Business Processes

Global Payroll for Mexico supports these business processes:

- Earnings.

Global Payroll for Mexico provides the ability to define and process different types of earnings, including base salary, bonuses, commissions, overtime, profit sharing (PTU), food coupons, vacation premiums, savings funds, and seniority pay. You can also determine the taxable and non-taxable portion of each earning and deduction, such as for overtime, vacation premium, Sunday premium, savings fund, and Christmas bonus.

See [Chapter 11, “Tracking Earnings,” page 91](#).

- Christmas bonus.

You can calculate the Christmas bonus (*Aguinaldo*) given to employees. Bonus amounts are based on the length of service and salary and are prorated according to worked days during the year.

See [Chapter 4, “Defining Earnings,” page 41](#).

- Average salary.

Global Payroll for Mexico calculates the average salary based on previous balances or periods. The result of this can be used as a base calculation for earnings and deductions.

See [Chapter 11, “Tracking Earnings,” page 91](#).

- Profit sharing (PTU).

You can calculate amounts due to employees as a result of profit sharing. Profit sharing payments consist of two parts: the employee's salary and the worked days. You can define the profit sharing (PTU) parameters, such as the amount to share, maximum salary, and number of days for temporary employees to be considered into the process. You can generate four different reports for the PTU, including Profit Sharing Project, Eligible Employees, Non-Eligible Employees, and Unpaid Employees.

See [Chapter 11, "Tracking Earnings," page 91](#).

- Overtime.

You can define the maximum number of double hours per day, the maximum number of occurrences by week, or the maximum number of double hours per week. You can create an annual overtime calendar. You can also record daily and weekly overtime hours for employees, including overtime hours, days off worked hours, and holiday hours. You can generate two overtime reports: one with detail and one without detail.

See [Chapter 17, "Tracking Overtime," page 179](#).

- Deductions.

Global Payroll for Mexico provides the ability to define and process many different types of deductions for Mexico including before tax, after tax, and non-taxable deductions. Examples of deductions include union fees, parking dues, absences, personal loans, and deductions based on seniority. You can also set up and track provisions, which are accrued expenses, for vacations, vacation premiums, Christmas bonuses, and IMSS quotas.

See [Chapter 12, "Defining Deductions," page 115](#).

- Social security.

Global Payroll for Mexico provides the ability to calculate and process different aspects of social security, including IMSS (social security), SAR (retirement), and INFONAVIT (housing). You can calculate IMSS quotas for employers and employees and the fixed, variable, and hourly integrated daily salary (SDI). You can generate several social security reports and interfaces, including the SUA Payee Load interface, SUA Transactions interface, IMSS Hire notification, IMSS Termination notification, IMSS Salary Modification notification, Variability report, Work Risk Disabilities report, and the Base Over Cap report.

See [Chapter 14, "Updating Social Security Contributions," page 133](#).

- Federal and state taxes.

You can define and process federal and state taxes. Examples of federal taxes you can process include the Monthly tax (Art. 113, 114, and 115), Annual tax (Art. 177, 178, and 116), Termination taxes (Art. 112), and other special tax calculation methods, such as RISR 86 and Multiple Months earnings (Art. 91). You can also define which earnings and deductions are eligible for the state tax base according to each state's laws, including those for the most complex state taxes, such as Ciudad Juárez (Chihuahua), Hidalgo, Guerrero, and Chihuahua.

See [Chapter 15, "Managing Taxation," page 147](#).

- Annual adjustment.

Global Payroll for Mexico provides the ability to process year-end calculation of taxes and determine if the company withheld the correct amount of taxes during the monthly process. Excess withholding can be used to offset withholding for December and the following months. On the other hand, the difference can be discounted in a single deduction or multiple, depending on the provided parameters.

See [Chapter 15, "Managing Taxation," page 147](#).

- Subsidy factor.

You can calculate the subsidy proportion of taxes that will apply to employees in the following calendar year. You can set up subsidy factor parameters for your company, calculate the subsidy factor, and generate a Subsidy Factor report. Additionally, there's a separate process that calculates the subsidy factor, which the user enters in the Company table. Payroll then generates federal taxes based on this subsidy factor.

See [Chapter 15, "Managing Taxation," page 147](#).

- Absences.

You can track and define different types of absences including maternity leave, general illness, work risk, work related illness, and in transit work risk. You can create rules for other types of absences, such as for paid-permitted and unpaid-permitted, overlapping absences (such as illness during vacation), subsidy rules, and mass absences. You can also generate an absence report and a Risk Factor report, which lists the employees that were on disability due to work related illnesses or accidents during the year.

See [Chapter 16, "Updating Absences," page 161](#).

- Vacations.

Global Payroll for Mexico enables you to record and track vacations. You can generate vacation entitlements, create mass vacation takes, handle negative entitlement balances, track accrued vacation premiums for financial reporting, process vacation pay, and generate a vacation report with or without employee detail.

See [Chapter 16, "Updating Absences," page 161](#).

- Termination pay.

You can calculate the final check amount for terminated employees. The system enables you to define different termination versions and which earnings and deductions are considered in each version. You can also define which termination versions are linked with each Job/Action reason. Global Payroll for Mexico provides two sample letters for the termination and layoff process.

See [Chapter 18, "Processing Terminations," page 189](#).

- Garnishments.

Global Payroll for Mexico enables you to define and process garnishments. This includes defining the recipient information and handling the most complex requirements, such as multiple garnishments by an employee with different rules and priorities. Global Payroll for Mexico provides the five most common types of garnishment rules, including fixed amount, net pay percentage, total earnings minus tax percentage, total earnings percentage, and specific earnings minus corresponding tax percentage.

See [Chapter 19, "Understanding Garnishments," page 195](#).

- Results adjustments and reversals.

Global Payroll for Mexico enables you to identify an employee whose check is going to be reversed for a particular calendar and adjust or reverse a check already paid to the employee.

See [Chapter 21, "Defining Results Adjustments and Reversals," page 205](#).

- Gross up earnings.

Global Payroll for Mexico provides two earnings elements that are used for paying a net amount to payees. Starting from the net amount, the system determines the gross amount to process so that after tax deductions have been made, the required net amount remains.

See [Chapter 20, "Understanding Net-To-Gross Payments," page 199](#).

- Payslips.

You can generate payslips using Global Payroll for Mexico. You can specify the printing order, which earnings and deductions should be printed, and a range of employees to generate their payslips. Sometimes, it's easier to define the earnings and deductions that you want excluded on the payslip, rather than define all the earnings and deductions you want included. If this is the case, you can define your earnings and deductions this way. Global Payroll for Mexico gives you the choice to set up payslips in the way that works best for your business processes. If you purchased PeopleSoft Enterprise ePay, you can have employees view their payslips online.

See [Chapter 10, “Creating Payslips,” page 87](#).

See *PeopleSoft Enterprise ePay 8.9 PeopleBook*, “Managing Pay Information for PeopleSoft Enterprise Global Payroll”.

- **Banking.**

You can define source bank and payee bank information. You can run the banking process and specify payment instructions to the bank. The system generates flat files for the top six Mexican banks: Banamex, BBVA Bancomer, Bancrecer, Banorte, Bital, and Scotiabank.

See [Chapter 22, “Processing Banking,” page 209](#).

Delivered Elements for Mexico

Global Payroll defines each business process for Mexico in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legal requirements, while others support common or customary payroll practices.

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

All of the elements delivered as part of your country extension were created using the core application, the same application that you use to create additional elements and (in many cases) to configure existing elements delivered as part of Global Payroll. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, this information does not appear here. Instead, we briefly review the relationship between the core application (which contains the tools you need to define your own elements) and the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application:

- Consists of a payroll rules engine.

The payroll rules engine is a flexible tool that enables you to define the rules of your payroll system and to run payroll and absence calculations. Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic (such as earnings, deductions, absences, and accumulators) in terms of payroll rules. Global Payroll enables you to enter and maintain payroll rules through a set of pages and offers comprehensive features that enable you to work in your preferred language or currency.

- Provides a payroll processing framework.

The payroll processing framework provides a flexible way to define and run payroll and absence processing flows (such as calendars, run types, pay periods, and process lists).

Country extensions:

- Are built using the core application.
- Consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

Element Ownership and Maintenance

This section describes PeopleSoft's approach to element ownership and what this means for the maintenance of Mexican payroll rules. This information helps clarify which parts of the system you might be required to maintain, what you can modify, and what parts of the system you cannot change.

Element Ownership in Global Payroll

There are five types of element ownership in Global Payroll:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft might occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained over which the customer has decided to take control (this change is irreversible).
PS Delivered/Maintained/Secure	Delivered elements that the customer can never modify or control.

Element Ownership in Global Payroll for Mexico

Of the five ownership types described here, only these two are used to define Mexican elements:

- PS Delivered/Maintained.
- PS Delivered/Not Maintained.

Although Global Payroll for Mexico delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure delivered elements to meet your own unique requirements.

This table contains an element-by-element description of the Global Payroll for Mexico approach to element ownership and maintenance.

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Not Maintained	Social security subsidies, cash salary credit, overtime and profit-sharing earnings.
Deduction	PS Delivered/Not Maintained	Federal taxes (ISR), state taxes, and social security deductions.
Variable	PS Delivered/Not Maintained	Variables used in social security or tax calculations (federal and state). Variables used in component interfaces (mainly in pay group parameters).
Bracket	PS Delivered/Not Maintained	None.
Accumulator	PS Delivered/Not Maintained	In the tax and social security areas, Global Payroll for Mexico delivers four accumulators that are important for payroll and tax calculation. • TOTAL DEDUCCIONES (the only member is TOTAL DEDUCCION N, that contains all the deductions that will affect the net payment). • TOTAL PERCEPCIONES (the only member is TOTAL PERCEPCION N, that contains all the earnings that will add to the net payment). • TOTAL PERC EXENT (the only member is TOTAL PERC EXENT N, that contains all the earnings that will add to the non-taxable base). • TOTAL PERC GRAVAD (the only member is TOTAL PERC GRAVA N, that contains all the earnings that will add to the taxable base).
Element Group	PS Delivered/Not Maintained	Delivered as sample data.
Process List	PS Delivered/Not Maintained	Delivered as sample data.
Section	PS Delivered/Not Maintained	Delivered as sample data.

Element Type	Ownership	Exceptions
Formula	PS Delivered/Not Maintained (varies by functional area)	All the formulas used in social security, federal tax, state tax, and annual tax adjustment are defined as PS Delivered/Maintained. Otherwise, formulas are defined as PS Delivered/Not Maintained.
Array	PS Delivered/Maintained	None.
Writable Array	PS Delivered/Maintained	None.
Historical Rule	PS Delivered/Not Maintained	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained	Delivered as sample data.
Count	PS Delivered/Not Maintained	Federal taxes and social security elements.
Duration	PS Delivered/Not Maintained	Federal taxes and social security elements.
Date	PS Delivered/Not Maintained	Federal taxes and social security elements.
Proration	PS Delivered/Not Maintained	Federal taxes and social security elements.
Rounding rule	PS Delivered/Not Maintained	Federal taxes and social security elements.

Element Naming Conventions

Understanding the naming convention that is developed for PeopleSoft-delivered elements can help you determine the element type, the functional area it serves, and how it is used.

This section discusses:

- Naming conventions.
- Functional area codes.
- Element type codes (PIN_TYPE).

Naming Conventions

This section discusses the naming conventions for:

- Primary elements.
- Supporting elements.
- Component names (suffixes).

Additional information about abbreviations used in Mexican elements is also discussed in this section.

Primary Elements

Primary elements (such as earnings, deductions, absence take, and absence entitlement elements) do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes. For example, the name of the earnings element SDO POR HORA identifies this element as earnings (SDO [*Sueldo*]), and more specifically, as an hourly salary element (*por hora*).

Supporting Elements

For supporting elements (such as variables, formulas, dates, and durations), PeopleSoft uses this naming convention: FF TT NAME.

- FF: Functional area code.

See [Chapter 2, “Understanding Global Payroll for Mexico,” Functional Area Codes, page 17](#).

- TT: Type of supporting element.

See [Chapter 2, “Understanding Global Payroll for Mexico,” Element Type Codes \(PIN_TYPE\), page 18](#).

- NAME: Based on a term in Spanish and provides a further means of identifying the element.

For example, in the variable IE VR ESTADO GC:

- IE represents the functional area (state taxes [*Impuestos Estatales*]).
- VR represents the element type (variable).
- ESTADO GC provides a further means of naming the element (variable identifying the state [*estado*] used in generation control [GC]).

Note. This naming convention applies to these element types: arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, writable arrays, and generation control conditions.

Component Names (Suffixes)

In Global Payroll for Mexico, suffixes are used to name the components of earnings and deduction elements. For example, when you create an earnings, deduction, or absence element in Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods that are used. The system also names the components and accumulators by appending a suffix to the element's name.

For example, suppose that you define the earnings element named EARN1 with this calculation rule:

EARN1 = Rate × Unit

The system automatically creates two additional elements for the components in the calculation rule:

- Rate element: EARN1_RATE.
- Unit element: EARN1_UNIT.

The system creates suffixes to name the components of the element (_RATE and _UNIT).

In Global Payroll for Mexico, all components and accumulators have:

- Country: MEX
- Separator: _

In Global Payroll, all suffixes fall into one of these types:

- Separator.
- Earnings or deductions component suffixes.
- Earnings or deductions accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Deduction recipient suffixes.
- Absence entitlement component suffixes.
- Absence entitlement accumulator suffixes.

To view all of the suffixes defined for Mexico, use the Element Suffixes page in Global Payroll (core application).

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining General Element Information”.

Additional Information about Abbreviations Used in Mexican Elements

Many Mexican elements contain abbreviations that provide additional information about their use in the system (beyond that provided by functional area codes or element type codes). For example, Global Payroll for Mexico delivers the duration element GN DR AÑOS SERV. While the functional area code GN indicates that this element is used across various functional areas (it has general [GN] relevance) and the element type code DR identifies it as a duration element, the abbreviation AÑOS SERV (Service Years [*Años de Servicio*]) provides additional information about how the element measures time. As you become more familiar with the payroll rules created for Mexico, these abbreviations can help you further identify and understand the role played by each element.

This table lists the most common abbreviations used in the names of Mexican elements.

Abbreviation	Spanish	English
#	<i>Número</i>	Number
%	<i>Porcentaje</i>	Percentage
ACT	<i>Actual</i>	Current

Abbreviation	Spanish	English
ACUM	<i>Acumulado</i>	Balances
AGUI or AGUIN	<i>Aguinaldo</i>	Christmas bonus
AHOR or AHORR	<i>Ahorro</i>	Savings
ALIM	<i>Alimenticia</i>	Alimony
ANT or ANTIG	<i>Antigüedad</i>	Seniority
ANU	<i>Anual</i>	Annual
ANV or ANIV	<i>Aniversario</i>	Anniversary
ASIG	<i>Asignar</i>	Assign
ASIST	<i>Asistencia</i>	Assistance
CAL	<i>Calendario</i>	Calendar
CALC	<i>Cálculo</i>	Calculation process
CIA	<i>Compañía</i>	Company
COMP	<i>Compensar</i>	Compensate
CRE or CRED	<i>Crédito</i>	Credit
CUO	<i>Cuota</i>	Quote or fee
DED	<i>Deducción</i>	Deduction
DES	<i>Despensa, Descuento, o Descanso</i>	Food, discount, or rest
DESP	<i>Despensa</i>	Food
DEV	<i>Devolución</i>	Return

Abbreviation	Spanish	English
DIF	<i>Diferencia</i>	Difference
DOB or DOBL	<i>Dobles</i>	Doubles
DOM or DOMIN	<i>Domingo</i>	Sunday
EFE	<i>Efectivo</i>	Cash
ESP	<i>Especial</i>	Special
EX	<i>Exento o Extra</i>	Nontaxable or over
EXC or EXCE	<i>Excedente</i>	In excess
EXE or EXENT	<i>Exento</i>	Nontaxable
FACT	<i>Factor</i>	Factor
FED	<i>Federal</i>	Federal
FES or FEST	<i>Festivo</i>	Holiday
FIC or FICT	<i>Ficto</i>	Fictitious
FIJ	<i>Fijo</i>	Fix
FRE or FREC	<i>Frecuencia</i>	Frequency
GR, GRAV, GRAVA, or GRAVAD	<i>Gravable</i>	Taxable
HOR	<i>Hora</i>	Hours
IMP	<i>Impuesto o Importe</i>	Tax or amount
INC or INCAP	<i>Incapacidad</i>	Disability
ING	<i>Ingresos</i>	Earnings

Abbreviation	Spanish	English
LIM	<i>Límite</i>	Limit or boundary
LIQ or LIQUIDAC	<i>Liquidación</i>	Layoff
MIN	<i>Mínimo</i>	Minimum
NEG	<i>Negativo</i>	Negative
PER	<i>Periodo</i>	Period
PERC	<i>Percepciones</i>	Earnings
PMA	<i>Prima</i>	Premium
PRES	<i>Préstamo</i>	Loan
PRM or PROM	<i>Promedio</i>	Average
PRO	<i>Producidas</i>	Produced
PROP	<i>Proporción o Proporcional</i>	Proportion or proportional
PROV	<i>Provisión</i>	Provision
PRY	<i>Proyectado</i>	Projected
RET	<i>Retenido</i>	Withheld
RETRO	<i>Retroactivo</i>	Retroactive
RNG	<i>Rango</i>	Rank
RSO	<i>Riesgo</i>	Risk
SAL	<i>Salario</i>	Salary
SDO	<i>Sueldo</i>	Salary

Abbreviation	Spanish	English
SEGM	<i>Segmento</i>	Segment
SUB	<i>Subsidio</i>	Subsidy
SUP	<i>Superior</i>	Top limit
TOP	<i>Tope</i>	Cap
TOT	<i>Total</i>	Total
TRA or TRAB	<i>Trabajado</i>	Worked
TRI or TRIP	<i>Triple</i>	Triple
ULT	<i>Último</i>	Last
UNI or UNID	<i>Unidades</i>	Units
VAC or VACAC	<i>Vacaciones</i>	Vacations
VAL	<i>Vales</i>	Coupons
VAR or VARIAB	<i>Variable</i>	Variable
X	<i>Por</i>	Per

Functional Area Codes

For some elements, you need to use a functional area in the naming convention. The two-digit functional area codes are used in naming conventions to identify the functional area where the element is being used.

This table contains the functional area codes used in the names of Mexican elements.

Functional Area	Description (Spanish and English)
AA	<i>Ajuste anual de ISR</i> (annual adjustment)
AG	<i>Aguinaldo</i> (Christmas bonus)

Functional Area	Description (Spanish and English)
AU	<i>Ausentismo</i> (absences)
DE	<i>Deducciones</i> (deductions)
FD	<i>Impuestos Federales</i> (federal taxes)
GN	<i>General - Independiente de área funcional</i> (general use independent of functional area)
IE	<i>Impuestos Estatales</i> (state taxes)
IM	<i>IMSS</i> (Social Security)
LF	<i>Liquidaciones y Finiquitos</i> (terminations)
PA	<i>Pensión Alimenticia</i> (garnishments)
PE	<i>Percepciones</i> (earnings)
PI	<i>Piramidación</i> (gross-up earnings)
PR	<i>Préstamos</i> (loans)
PV	<i>Provisiones</i> (provisions)
RE	<i>Reversiones</i> (reversals)
RU	<i>Reparto de utilidades</i> (profit sharing)
SP	<i>Salario Promedio</i> (average salary)
TE	<i>Tiempo extra</i> (overtime)
VA	<i>Vacaciones</i> (vacations)

Element Type Codes (PIN_TYPE)

This table contains codes for all of the element types. Because not all element types are delivered for Mexico, not all of these codes appear in the names of Mexican elements.

Element Type	Description
AE	Absence entitlement
AT	Absence take
AC	Accumulator
AR	Array
AA	Auto assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element group
EM	Error message
FC	Fictitious calculation
FM	Formula
GC	Generation control
HR	Historical rule
PR	Process
PO	Proration rule

Element Type	Description
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 3

Defining Country Data

This chapter provides overviews of Global Payroll core functionality in Mexico, integration points used in Global Payroll for Mexico, and discusses how to:

- Set up utilities.
- Set up country data.
- View delivered process lists and sections.

Understanding Global Payroll Core Functionality in Mexico

This section discusses:

- Retroactivity.
- Accumulators.
- Segmentation.
- Triggers.
- Rounding rules.
- Rate codes.

Note. Suffixes used in Global Payroll for Mexico are discussed in this PeopleBook.

See Also

Chapter 2, “Understanding Global Payroll for Mexico,” page 5

Retroactivity

Retroactivity is the process of going back in time and recalculating prior calendars because changes were made after the original calculation was run. When retroactive processing occurs for a payee, the system recalculates each element generated for the payee. The difference between these results is the retro delta.

In Global Payroll, there are two methods for calculating retro:

- Corrective
- Forwarding

Note. In Mexico, all retro is handled with the forwarding method. This includes both the Default retro method and the On Conflict retro method.

With the forwarding method, payments are calculated in the respective periods, but balance accumulators for the period are not updated. Only the segment accumulators are updated. Deltas are created for each earning, deduction, and segment accumulator used in the process list. These deltas, which are identified on the Retro Process Overrides page, are forwarded to the current period.

The system generates a retro trigger every time you enter a change on the following data.

Changes in the Employee's Data

Changes in employee data include compensation rate-related changes:

- Status.
- Compensation frequency.
- Standard hours.
- Pay system flag.
- Action for retroactive hire.
- Action for retroactive termination.

Changes in Other Data

Changes in other data include absence take-related changes:

- Positive input.
- Overtime.
- Pay group.

Earnings and deductions are recalculated and a difference results.

Note. Not all earnings or deductions will have an adjustment for retro. Some of the earnings and deductions are forwarded to one earning or deduction, which then appears as a single adjustment in the current period.

Making Retro SDI Changes in Mexico

In Global Payroll for Mexico, the system can also generate retro triggers for all employees for changes in the SDI, such as changes in minimum wage, SDI, or seniority anniversary. You'll do this on the SDI Triggers page, which is discussed with Social Security.

See Also

Chapter 5, "Defining Social Security Contributions," page 53

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Retroactive Processing"

Accumulators

In Mexico, these types of accumulators are used:

- Annual accumulators to calculate the annual adjustment for taxes and PTU (profit-sharing).
- Monthly accumulators to calculate taxes and social security quotas.
- Weekly accumulators to calculate overtime.

Note. For every earning and deduction you define, you should carefully determine if it needs to have its own Month to Date and Year to Date accumulators. Avoid creating unnecessary accumulators, since this may affect performance. Most of the accumulators need to have the company defined as User Key 1.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Setting Up Accumulators”

Segmentation

In Global Payroll, if there is a change to employee details within a pay period that might affect calculation, such as a pay rate increase, the calculation creates two slices. One slice uses the details before the change and the other slice uses the details after the change.

Global Payroll provides two types of segmentation: period segmentation and element segmentation. Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when there is a change in the rate that affects the calculation of one or more elements. Element segmentation occurs when you want to calculate a select set of earnings or deductions multiple times, but not the entire gross to net calculation.

In Global Payroll for Mexico, changes in pay group or pay entity produces a period segmentation.

Global Payroll for Mexico delivers some segmentation; however, you can alter these depending on your business needs.

Creating Earnings and Segmentation

Whenever a salary earning is created, you must enter it on the list of elements that will be sliced by the element segmentation that was defined earlier.

To enter the salary earnings on the list:

1. Go to the Segmentation Event Definition page in the core application.
2. Select the COMPRATE event.
3. Find the elements for Mexico, under Country = MEX.
4. Add the new salary earnings.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Segmentation”

Triggers

Triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers include a new employee hire or a change in pay rate.

Global Payroll provides three types of triggers:

- Iterative – tells the system to process an employee for the current period.
- Segmentation – tells the system to segment a period or element.
- Retro – tells the system to perform retro processing.

Note. You must first set up an iterative trigger to tell the system that when an event occurs, it should perform the desired action. After that, you can use a trigger to process an employee, perform segmentation, or perform retro processing.

Global Payroll for Mexico delivers some triggers; however, you can alter these depending on your business needs.

Delivered Iterative Triggers

This table lists iterative triggers that are delivered with Global Payroll for Mexico.

Changes to:	Trigger
Employee's job record	JOB
Employee's compensation record	COMPENSATION
Employee's personal data record	PERSONAL_DATA
Employee's contract data record	CONTRACT_DATA
Employee's positive input records	GP_PI_MNL_DATA
Employee's positive input supporting element override record	GP_PI_MNL_SOVR
Employee's payee override record (earnings and deductions assignments)	GP_PYE_OVRD
Employee's payee element assignment supporting element override record	GP_PYE_OVR_SOVR
Employee's payee section detail record	GP_PYE_SECT_DTL
Retro trigger record	GP_RTO_TRGR
Retro trigger country record	GP_RTO_TRG_CTRY
Segmentation trigger record	GP_SEG_TRGR
Employee's personal data effective date record	PERS_DATA_EFFDT
Employee's schedule calendar assignment record	SCH_ASSIGN

Changes to:	Trigger
Employee's workday overrides record	SCH_MNG_SCH_TBL
Employee's workforce contract type record	WKF_CNT_TYPE
Employee's absence records	GP_ABS_EVENT, GP_ABS_OVRD

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Setting Up Triggers”

Rounding Rules

In Global Payroll, you can apply rounding to a component of an earning or deduction, the resolved amount of an earning or deduction, or within a formula. Rounding is applied to each of the components first before the resolved amount is rounded. Rounding is applied after proration rules have been applied.

Global Payroll for Mexico delivers these rounding rules:

- Round to Nearest 2 decimals for all accumulators, earnings, and deductions.
- Round Up to Nearest 2 decimals for social security contributions, in order to guarantee that employees won't be fined because of rounding issues.
- Round to Nearest 0 decimals, to apply to *Vales de Despensa* (food coupons). 1.00 MXN vouchers are usually the lowest denomination.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Calculation Elements,” Defining Rounding Rule Elements

Rate Codes

Global Payroll for Mexico supports these salary types:

- Monthly
- Semimonthly
- Biweekly
- Weekly
- Daily
- Hourly

Global Payroll for Mexico delivers these rate codes to support the list of salaries:

Rate Code	Description
KYB	Biweekly flat amount
KYB34	Biweekly flat amount 30.4
KYM	Monthly flat amount
KYS34	Semimonthly flat amount 30.4
KYS	Semimonthly flat amount 30
KYW	Weekly flat amount 30
KYW34	Weekly flat amount 30.4
KYD	Daily flat amount
KYD34	Daily flat amount 30.4
KYHORA	Hourly

Understanding Integration Points Used in Global Payroll for Mexico

This section discusses:

- Integration points.
- Application messages.
- Component interfaces.

Integration Points

Integration points are interfaces between the different PeopleSoft applications such as PeopleSoft Enterprise Financials and PeopleSoft Enterprise Human Resources. They allow publication and transfer of database contents from one database to another.

Note. To research the technical details of any integration point used by PeopleSoft applications, refer to the Interactive Services Repository on Customer Connection.

Application Messages

Global Payroll for Mexico uses two integration points based on Application Messaging technology. The application messages received within Global Payroll for Mexico are triggered in response to saved field changes in the JOB record in Human Resources.

This table lists the application messages received by Global Payroll for Mexico:

Message Name	Channel	Message Subscription PeopleCode	Record	Page(s)	Explanation
WORKFORCE_SYNC	PERSON_DATA	SDI Hire Termination Job	JOB	JOB_DATA1	Hire and Termination process: When the JOB.ACTION is HIR, REH, TER, LOF, or COM, a row is added to GPMX_SDI_WA.
WORKFORCE_SYNC	PERSON_DATA	Termination version Job	JOB	JOB_DATA1	Termination process: When the JOB.ACTION is TER, LOF, or COM, a row is added to PS_GP_PYE_SOVR.

Component Interfaces

Global Payroll for Mexico also has some component interfaces. This table lists these components and component interfaces:

Component	Component Interface
GPMX_PARM_PYGRP	GP_PAYGROUP_SOVR
GPMX_EE_NOADJ	GPMX_EMPL_NA
GPMX_LOAN	GP_PYE_ERN_DED_ASGN
GPMX_OVERTIME	GP_POSITIVE_INPUT
GPMX_ERNDED_SOVR	GPMX_SAL_LEVDED
GPMX_ERNDED_SOVR	GPMX_SAL_LEVERN

Setting Up Utilities

To define element mapping, use the Map Elems to Comp/Rcd MEX (GPMX_ELEM_MAP) component.

To define component variables, use the Define Variable Attributes MEX (GPMX_COMP_VARS) component.

This section provides an overview of element mapping and discusses how to:

- Define element mapping.
- Define component variables.

Note. This setup is optional and is designed to help technical people manipulate PIN numbers during development.

Understanding Element Mapping

The element map plays a critical role when packaging and moving elements and data to other databases.

PIN numbers are used in PeopleCode, component interfaces, and reports to refer to global elements. The PIN number is a consecutive number so it can change between databases or releases; therefore, there is a need to create a utility during development so that the PIN number is not hard-coded. Using the utility also ensures consistency between the PIN number changes.

PeopleCode Function Example

When you need to use a PIN number in the PeopleCode, use this function to obtain the corresponding PIN number:

```
Declare Function Get_Pin_Num PeopleCode GPMX_DERIVED_EM.PIN_NUM FieldFormula;
&Record_Name = "GPMX_LOAN";
&Date_Pin_Num = Get_Pin_Num("R", &Record_Name, "DATE");
```

There are two ways to map an element:

- By record.
- By component.

Select *Record* when you need to map a record field into a core Global Payroll element.

Select *Component* when the mapping doesn't depend on a record field; instead, it depends on some behavior on the page, for example, the record is used in more than one place and must map to different core Global Payroll elements.

If you select to map an element by component, you may want to define your component variables before you define your element mapping. You'll do this on the Component Variables page.

Pages Used to Set Up Utilities in Global Payroll for Mexico

Page Name	Object Name	Navigation	Usage
Element Mapping	GPMX_ELEM_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Map Elms to Comp/Rcd MEX, Element Mapping	Set up the mapping to the fields and variables of an element which are used during development in the components interface objects.
Component Variables	GPMX_COMP_VARS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Variable Attributes MEX, Component Variables	Define the component variables to be used on the Element Mapping page when defining the variable type.

Defining Element Mapping

Access the Element Mapping page.

Element Mapping

Country: MEX Mexico
Key Name: GPMX_PARM_PYGRP **Key Type:** Component

Elements Overrides

Customize | Find | View All | First 1-8 of 9 Last

	Type	*Map Value	Entry Type	Name		
1	Other	7TH_DAY_PAY	VR2	PE VR SEPTIMO DIA		
2	Other	ADJ_FACTOR	VR2	FD VR AJU FAC ISR		
3	Other	CONVENIO	VR2	AU VR CONVENIO		
4	Other	CRE_SAL	VR2	FD VR NOM CRED EF		
5	Other	IMSS_CIA_PAY	VR2	GN VR CUO PAG X PA		
6	Other	SALDO_NEGATIVO	VR2	VA VR SALDO NEG		
7	Other	TAX_CRED	VR2	FD VR APL CRE SAL		
8	Other	VACBONUS	VR2	VA VR PMA VAC ANIV		

Element Mapping page

Type

The key type that your mapping applies to appears here. Values are *Other* and *Field*.

Note. The Type field is populated depending on the key type you selected (either Record or Component) and can't be modified.

Map Value

Select the field or value to which you want to map. If you selected Record as the key type, you can select the record fields. If you selected Component as the key type, then you can select the variables defined for the component.

Entry Type

Select the element type on which you want to transform your field or variable. Values are *Accumulator*, *Bracket- Numeric*, *Count*, *Deduction*, *Earnings*, *Formula – Numeric*, *Rate Code*, *Rate Code – Amount*, *Variable – Numeric*, *Variable – Pointer*, and *Variable – Dec+Char+Date+Ptr*. Values depend on the Map Value type. For example, if you select a Character map value, then you can select only character values.

Note. Although you can see *System Element – Numeric* as a value, you will not be able to select it. The entry type cannot be a system element or a constant.

Name

Select the name of the element.

Defining Component Variables

Access the Component Variables page.

Component Variables

Country: MEX Mexico Component: GPMX_PARM_PYGRP

Data		Customize	Find	View All	First	1-9 of 9	Last
	*Variable Name	Variable Type					
1	7TH_DAY_PAY	Numeric					
2	ADJ_FACTOR	Numeric					
3	CONVENIO	Numeric					
4	CRE_SAL	Numeric					
5	IMSS_CIA_PAY	Numeric					
6	SALDO_NEGATIVO	Numeric					
7	TAX_CRED	Numeric					
8	VACBONUS	Numeric					
9	XMAS_AVG	Numeric					

Component Variables page

Variable Name

Enter the name of the variable. This can be any name you want to use during PeopleCode development.

Variable Type

Select the variable type. Values are *Character*, *Date*, and *Numeric*.

Note. Once you've defined your component variables, you can map your elements on the Element Mapping page.

See Also

Chapter 3, "Defining Country Data," Defining Element Mapping, page 29

Setting Up Country Data

To set up minimum wages, use the Minimum Wages MEX (GPMX_MIN_WAGE) component. To set up general parameters, use the Pay Groups MEX (GPMX_PARM_PYGRP) component. To set up element lists, use the Element Lists MEX (GPMX_PAYSLIP_FORMA) component.

This section provides an overview of delivered variables for general parameters and discusses how to:

- Define minimum wages.
- Define general parameters.
- Define element lists.

Understanding Delivered Variables for General Parameters

This table lists some PeopleSoft-delivered variables that are populated into the core application as override variables. You can override these variables through positive input, as an earning/deduction assignment, or at the calendar or payee levels.

Field	Entry Type	Core Global Payroll Element
GPMX_ADJ_FACTOR	Variable	FD VR AJU FAC ISR
GPMX_DAY_FACTOR	Variable	FD VR FAC MEN ISR
GPMX_TAX_METHOD	Variable	FD VR SEL TIP ISR
GPMX_TAX_CRED	Variable	FD VR APL CRE SAL
GPMX_IMS_ER_PAID	Variable	GN VR CUO PAG X PA
GPMX_BASE_DAYS	Variable	IM VR DIAS VARIAB
GPMX_BAS_SAL_IMS	Variable	IM VR BASE SAL IMS
GPMX_PYGRP_CALC	Variable	GN VR TIPO CALC
GPMX_7TH_DAY_PAY	Variable	PE VR SEPTIMO DIA
GPMX_CRE_SAL	Variable	FD VR NOM CRED EF
GPMX_XMAS_AVG	Variable	AG VR PROMEDIO

Note. All of these parameters are mapped to the corresponding variable. You can override the value to any of these variables at any level (pay group, pay calendar, payee) on the corresponding Supporting Element Overrides page. For example, the tax method for a pay group could be defined originally as *Adjustment During the Month*, but you can override this value at the payee level to be *Without Adjustment*.

See Chapter 3, “Defining Country Data,” Defining General Parameters, page 33.

Pages Used to Set Up Country Data for Mexico

Page Name	Object Name	Navigation	Usage
Minimum Wages	GPMX_MIN_WAGE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Minimum Wages MEX, Minimum Wages	Define minimum wages for each wage zone. You can update this page as minimum wage rates change.
General Parameters	GPMX_TAX_PARM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, General Parameters	Define general parameters for federal taxes and IMSS quotas.
Element List	GPMX_PAYSLIP_FORMA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Element Lists MEX, Element List	Enter the earnings and deductions that are eligible to print on a payslip. Element lists are used in the payroll results register and in termination/layoff letters, as well as the payslip generation process.

Defining Minimum Wages

Access the Minimum Wages page.

Minimum Wages

Country: MEX Mexico

Data Find | View All First 1 of 1 Last

*Effective Date: 01/01/2004

	*Wage Zone	Minimum Wage		
1	A Zone	\$45.240000	+	-
2	B Zone	\$43.730000	+	-
3	C Zone	\$42.110000	+	-

Minimum Wages page

Wage Zone

Enter the wage zone. Values are *A Zone*, *B Zone*, and *C Zone*.

Minimum Wage

Enter the minimum wage for the wage zone.

The minimum wage in Mexico is determined as a daily amount, not an hourly amount. For example, in A Zone, the minimum wage for the year 2004 is 45.24 MXN (per day). Minimum wages are used in determining several earnings caps such as vacation premium caps and Sunday premiums. For example, the law states that the non-taxable base for a Sunday premium will be equal to one daily minimum wage rate.

Note. Because minimum wage amounts usually change from year to year, you can update this table by adding a new effective-dated row.

See Also

[Chapter 4, “Defining Earnings,” Understanding Earnings Based on the Minimum Wage, page 41](#)

Defining General Parameters

Access the General Parameters page.

General Parameters	Annual Adjustment	Xmas, Vac, Premium, SDI Factor	PTU	Absences	Variable SDI
Pay Group: GY MENSUAL Pruebas Mensual					
Tax Parameters Find View All First 1 of 1 Last					
*Begin Date: 01/01/2004		End Date:			
*Day Factor: 30		☐ Apply Adjustment Factor?			
*Tax Method: Annual Projection Method		☐ Salary Credit only in Adj Prd			
		☒ Pay Cash Salary Credit			
		☐ Pay Xmas Bonus with Avg Salary			
IMSS Quotas					
*Base Days for Variable SDI: Bimonth Days					
*IMSS Quotas Base Salary: SDI		☐ IMSS Quotas Paid by Employer			
General Parm					
Salary Calculation Type: Frequency Days		☒ Pay Seventh Day			

General Parameters page

Tax Parameters

These fields apply to federal tax processing.

Day Factor

If you select the Apply Adjustment Factor check box, enter the day factor. Values are 30 or 30.4, in most cases. The value you select corresponds to the monthly taxable base.

Apply Adjustment Factor?

Select if your company adjusts the payroll for federal taxes. For example, federal taxes in Mexico are due monthly, but let's say that your company has a semimonthly payroll. So, you will divide the number of days so that it's adjusted for the monthly federal taxes.

Note. Day Factor and Apply Adjustment Factor are only used to calculate federal taxes.

Salary Credit only in Adj Prd (adjustment period)

Select if you're going to give a subsidy or salary credit to an employee only in an adjustment period (usually the last period of each month).

Pay Cash Salary Credit

Select to indicate that the Cash Salary Credit will be paid on a separate payslip (if a separate payroll is run). If you select this check box, the Cash Salary Credit will not appear in an employee's regular payslip.

Pay Xmas Bonus with Avg. Salary

In Mexico, it's common for employees to receive their Christmas bonus with the daily rate. However, some employees may receive commission or other additional pay. In these cases, the Christmas bonus can be paid by the sum of the daily salary, which results in the average salary. If this situation applies for a pay group, select this check box.

Tax Method

Select the method used for calculating the month to month tax deduction. The tax methods you can choose from are:

Adjustment During the Month, Adjustment at end of the Month, Annual Projection Method, Semi-monthly Projected and Without Adjustment.

IMSS Quotas

These fields apply to social security setup.

Base Days for Variable SDI	Select the method you'll use for calculating the variable portion of SDI. For example, let's use overtime as a type of variable SDI. Since you won't know how much overtime will be reported ahead of time, you will calculate this variable amount at the end of the month, after the actual overtime hours have been reported. The type of base days you'll use to calculate variable SDI is defined here. Values are <i>60 Days</i> , <i>Bimonth Days</i> , <i>Hourly Payee</i> , and <i>Paid Days</i> .
IMSS Quotas Base Salary	Helps to determine if you should pay IMSS quotas for workers with minimum wages by comparing the Minimum Wage to the SDI or Daily Salary. Values are <i>SDI</i> and <i>Salary</i> .
IMSS Quotas Paid by Employer	Some companies pay employees' IMSS quotas. If you select this check box, it helps determine whether your company should subtract the IMSS quotas from the employee's earnings or not.

Note. You'll select the IMSS Quotas Paid by Employer check box if the employee quotas will not be deducted from the net pay of the employee. You'll also define which salary type the system will compare to the minimum wage (either the Daily Salary or the SDI) in the IMSS Quotas Base Salary field. Although the law states that employers do not need to withhold IMSS quotas for employees with minimum wages, some companies compare the SDI versus the minimum wage instead of the Daily Rate versus the minimum wage to decide if they're going to withhold IMSS quotas for employees with the minimum wage. In Global Payroll for Mexico, you have the choice of how you want to define your IMSS quotas for employees earning minimum wages.

General Parm (parameters)

Salary Calculation Type	Values are <i>Calendar Days</i> , <i>Frequency Days</i> , and <i>Hourly</i> . If you select <i>Calendar Days</i> , the salary base will be calculated based on the days of the calendar. If you select <i>Frequency Days</i> , the salary paid will be calculated according to the days being processed in the period. If you select <i>Hourly</i> , the pay will be calculated for the hours entered at the payee level.
Pay Seventh Day	Select if workers should be paid for the seventh day in a week. This field is commonly used for union purposes. If you select this check box, it will trigger an earning to separate regular earnings from the seventh day earnings.

Defining Element Lists

Access the Element List page.

Element List

Format ID: KYRECIBO

Earnings and Deductions Eligible Print Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 31 *Status: Active + -

*Description: Nomina

Short Description: Nomina

*Total Deductions: TOTAL DEDUCCIONES

*Total Earnings: TOTAL PERCEPCIONES

*Net Pay: NETO

Earnings Elements

☒ Include ☐ Exclude

Populate Total Earnings Mbrs

Earnings Customize | Find | View All | First 1-2 of 40 Last

*SeqNum	Earnings	Description
1	10 SUELDO	Salary
2	15 SUELDO RET	Salary Delta

Deductions Elements

☒ Include ☐ Exclude

Populate Total Deductions Mbrs

Deductions Customize | Find | View All | First 1-2 of 49 Last

*SeqNum	Deduction	Description
1	10 ISR NETO 113	Net ISR Art 113
2	20 ISR NETO 112	Net ISR Art 112

Element List page

Earnings and Deductions Eligible Print

Total Deductions Select the element that corresponds to total deductions.

Total Earnings Select the element that corresponds to total earnings.

Net Pay Select the element that corresponds to net pay.

Earnings Elements

Include/Exclude You can choose to enter the earnings you want included on the payslip or you can choose to enter the earnings you want excluded, depending on what is the easiest way for you to define your payslips. For example, if you have defined 20 types of earnings and you only want to include 5 of them, the easiest way is to include those 5 earnings, instead of excluding the other 15 earnings. On the other hand, if you want to exclude only 3 earnings from the payslip, you can select Exclude and then enter the 3 earnings that you want to exclude, instead of including the other 17 earnings.

Populate Total Earnings Mbrs (members) and Populate Total Deductions Mbrs (members) If you click this button, all the earnings and deductions that contribute to the selected accumulator will be populated.

Deductions Elements

The fields on the Deductions Elements group box are similar to the fields on the Earnings Elements group box.

Earnings

SeqNum (sequence number) Enter the sequence number for the earnings.

Earnings

Select the individual earnings elements that will be included (or excluded) in the payslip.

Deductions

The fields on the Deductions group box are similar to the fields on the Earnings group box.

Viewing Delivered Process Lists and Sections

This section discusses:

- Delivered process lists.
- Delivered sections.

Delivered Process Lists

This table lists the delivered process lists for Mexico.

Process List	Description
CALC AGUINALDO	Christmas bonus process
AUSENTISMOS	Absences process
NOMINA	Payroll process
NOMINA ESPECIAL	Special payroll process
CALC PTU	PTU process
CALC SDI VARIAB	Variable SDI process
CALC SDI FIJO	Fixed SDI
AJUSTE ANUAL	Annual tax adjustment process

Delivered Sections

This table lists the delivered sections for Mexico.

Section	Description
VACACIONES AUS	Generate vacations entitlement
VACACIONES NOM	Vacations payroll process
AJUSTE ANUAL 177	Annual tax adjustment calculation using Article 177
AJUSTE ANUAL 1991	Annual tax adjustment calculation using 1991 method
SEGURO SOCIAL	Social security quotas
INICIALIZACION NOM	Payroll initialization
PERCEPCIONES	Earnings
TIEMPO EXTRA	Overtime
PROMEDIO	Average salary
LIQ Y FINIQUITOS	Termination pay
DEDUCCIONES	Deductions
PRESTAMOS	Loans
IMPUESTOS EST	State taxes
IMPUESTOS FED	Federal taxes
PROVISIONES	Provisions
DESPUES IMPUESTOS	To be calculated after taxes
AJUSTE REDONDEO	Net pay adjustment
AGUINALDO SEC	Christmas bonus
INICIALIZACION AUS	Absences initialization

Section	Description
AUSENTISMO AUS	Absences generations
AUSENTISMO NOM	Absences payroll process
PIRAMIDADO SEC	Gross-up earnings
SDI VARIABLE	Variable SDI
PTU SEC	PTU
FORMATO 37	Execute Write Array Form 37
SUELDO FRE/CAL/HOR	Salary frequency and calendar days
SDI FIJO	Fixed SDI
SALDO VACACIONES	Termination balance days
GRABA SDI	Saves WA SDI
RETRO	Retro section
SALDOS AJUSTE ISR	Pay and discount ISR adjustment
PREVISION SOCIAL	Social benefits section

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 4

Defining Earnings

This chapter provides an overview of earnings based on the minimum wage and discusses how to:

- Define parameters for Christmas bonuses and vacation premiums.
- Define PTU (*Participación a los Trabajadores de las Utilidades*).
- Set up frequently used supporting element overrides.

Note. The different earning types in Mexico are discussed in another chapter in this PeopleBook.

See Also

Chapter 11, “Tracking Earnings,” page 91

Understanding Earnings Based on the Minimum Wage

Some earnings are calculated in relation to the minimum wage. For example, the Sunday premium and savings fund earnings are tax-exempt up to an amount equal to the minimum wage. Any amount over the minimum wage is taxed. To define the minimum wage used in these calculations, use the Minimum Wages page.

See Also

Chapter 3, “Defining Country Data,” Defining Minimum Wages, page 32

Defining Parameters for Christmas Bonuses and Vacation Premiums

To define parameters for the Christmas bonus, vacation days, vacation premium percentage, the SDI factor, and the vacation premium type, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

This section provides an overview of the SDI factor calculation and discusses how to:

- Define Christmas bonus days, vacation days, and vacation premium percent.
- Define vacation premium types.

Understanding the SDI Factor Calculation

Christmas bonuses and vacation premiums can be calculated based on either the daily salary or the average salary. To set up the calculation of the Christmas bonus and vacation premium, define an SDI factor on the Xmas, Vac, Premium, SDI Factor page. The SDI factor represents the amount over the daily salary or average salary that the employee makes because of the vacation premium and the Christmas bonus.

Global Payroll for Mexico calculates the SDI factor automatically based on parameters that you enter on the Xmas, Vac, Premium, SDI Factor page. The parameters are:

- Number of Christmas bonus days.
- Number of vacation premium days.
- Vacation premium percent.

Based on the Christmas bonus days, the vacation premium days, and the vacation premium percent, the system determines the SDI factor, and uses it to:

1. Calculate IMSS quotas.
2. Define the base used to calculate vacation premiums and Christmas bonus amounts.

Example: Calculating the SDI Factor

For example, if the Christmas bonus is 30 days, and the number of vacation days is 10, with a premium of 25 percent, the system calculates the SDI factor as follows:

1. Determine the portion of the SDI factor due to the Christmas bonus by dividing the number of Christmas bonus days by 365 (days in year).

The result is the percentage over the daily or average salary that must be paid to the employee due to the Christmas bonus.

Note. In this example, divide 30 by 365 ($30 / 365 = 0.0821915$).

2. Determine the vacation premium portion of the SDI factor by dividing the number of vacation days by 365 (days per year), and multiplying the result by the premium percent.

The result is the percentage over the daily or average salary that must be paid to the employee due to the vacation premium.

Note. In this example, divide 10 by 365 and multiply the result by 25 percent ($(10 / 365) \times 0.25 = 0.0069$).

3. Add the results of steps 1 and 2.

The result is the percentage over the daily or average salary that must be paid to the employee due to the vacation premium and Christmas bonus.

See Also

Chapter 5, “Defining Social Security Contributions,” page 53

Pages Used to Define Parameters for Christmas Bonuses and Vacation Premiums

Page Name	Object Name	Navigation	Usage
Xmas, Vac, Premium, SDI Factor (Christmas, vacation, premium SDI factor)	GPMX_SDI_FACTOR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, Xmas, Vac, Premium, SDI Factor	Define the number of Christmas bonus days, vacation days, vacation premium percent, and SDI factor by employee (based on employee seniority).
Absences	GPMX_ABS_PYGRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, Absences	Define the vacation premium type.

Defining Christmas Bonus Days, Vacation Days, and Vacation Premium Percent

Access the Xmas, Vac, Premium, SDI Factor page.

General Parameters Annual Adjustment **Xmas, Vac, Premium, SDI Factor** PTU Absences Variable SDI

Pay Group: KY MENSUAL Grupo de Pago Mensual

Christmas Bonus, Vacation, Vacation Premium%, SDI Factor Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

Data						Customize	Find	View All	First	1-6 of 11	Last
	Seniority	Vacation Days	Vacation Premium %	Christmas Days	SDI Factor						
1	0.000	6.000000	25.000000	15.000000	1.045205						
2	1.000	8.000000	30.000000	20.000000	1.061370						
3	2.000	10.000000	35.000000	20.000000	1.064384						
4	3.000	12.000000	40.000000	25.000000	1.081644						
5	4.000	14.000000	45.000000	25.000000	1.085753						
6	5.000	15.000000	100.000000	30.000000	1.123288						

Xmas, Vac, Premium, SDI Factor page

Seniority

Enter the seniority level. This field enables you to define changes, based on seniority levels, in the parameters used to calculate the SDI factor (vacation days, vacation premium percent, and Christmas days).

Vacation Days

Enter the vacation days corresponding to the seniority level.

Vacation Premium % (vacation premium percent)

Enter the vacation premium percent corresponding to the seniority level.

Christmas Days

Enter the number of Christmas bonus days corresponding to the seniority level.

SDI Factor

This field is populated automatically based on the values that you entered in the Vacation Days, Vacation Premium %, and Christmas Days fields.

Defining Vacation Premium Types

On the Absences page, define the vacation premium type. The vacation premium type determines whether the vacation premium is paid out all at once on a defined date each year (Annual), or on the anniversary of the employee's hire date (Anniversary) or from pay period to pay period (Proportional), depending on the number of vacation days that the employee has taken.

Note. The Absences page is discussed in another chapter in this PeopleBook.

See Also

Chapter 7, "Defining Absence Rules," page 69

Defining PTU (*Participación a los Trabajadores de las Utilidades*)

To define the adjustment factor and maximum days for PTU, use the Pay Groups MEX (GPMX_PARM_PYGRP) component. To define PTU parameters and identify PTU elements and payees, use the Define PTU - Profit Share MEX (GPMX_PARM_COMPANY) component.

This section provides an overview of the PTU process and discusses how to:

- Define the adjustment factor and maximum days.
- Define PTU parameters.
- Identify PTU elements and payees.

Understanding the PTU Process

To define and run the PTU process:

1. Define the adjustment factor and maximum days for PTU (profit-sharing) on the PTU page.
2. Define PTU parameters on the PTU Setup page.
3. Identify PTU elements and payees on the PTU Elements/Payees page.
4. Run the PTU process on the PTU Process page.

Note. Running the PTU process is discussed in another chapter in this PeopleBook.

See Chapter 11, "Tracking Earnings," Running the PTU (Profit Sharing) Process, page 93.

Understanding the Adjustment Factor and Maximum Days for PTU

The PTU page enables you to:

- Standardize the number of PTU (profit-sharing) days across all pay groups in your company, regardless of the calendar used for each group.

For example, suppose that you have a monthly pay group based on a 360 day per year calendar (in which all months are defined as having 30 days), and a weekly pay group based on a 365 day calendar (using actual calendar days). To bring the number of profit-sharing days for the monthly pay group up to 365, enter a daily adjustment factor on the PTU page for the monthly pay group. Multiply this amount by 360 to bring the number of days up to 365. In this example, the amount is $365 / 360 (= 1.0138888)$.

- Define the maximum number of days that can be used in the profit-sharing calculation.

Pages Used to Define PTU

Page Name	Object Name	Navigation	Usage
PTU	GPMX_PTU_GP_PYGRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, PTU	Set the adjustment factor and maximum days for profit-sharing at the pay group level.
PTU Setup	GPMX_PTU_COMPANY1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Allowances/Other Benefits, Define PTU - Profit Share MEX, PTU Setup	Define PTU parameters at the company level.
PTU Elements/Payees	GPMX_PTU_COMPANY2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Allowances/Other Benefits, Define PTU - Profit Share MEX, PTU Elements/Payees	Identify the PTU elements and payees. Identify the earnings and deductions used for profit sharing, assign profit sharing elements to accumulators, and exclude ineligible employees from the profit sharing process.

Defining the Adjustment Factor and Maximum Days

Access the PTU page.

General Parameters | Annual Adjustment | Xmas, Vac, Premium, SDI Factor | **PTU** | Absences | Variable SDI

Pay Group: KY MENSUAL Grupo de Pago Mensual

PTU Definition Customize | Find | View All | First | 1 of 1 | Last

	*Effective Date	Daily Adjust Factor	Max Days		
1	01/01/2001	1.013888	365.000000	+	-

PTU page

Daily Adjust Factor (daily adjustment factor)

Enter the multiplication factor needed to adjust the number of PTU days for the specified pay group. For example, if your pay group is based on a 360-day-per-year calendar, and you want to adjust the calendar to 365 days, enter $1.013888 (365 / 360)$.

Max Days (maximum days) Enter the maximum number of days that can be included in the profit-sharing calculation. For example, you might decide to pay an employee’s vacation balance at the moment of termination. At this point, the employee might have more than 365 PTU days. In this case, if the earnings that you use to pay the vacation balance are part of the profit-sharing process, you can reduce the PTU days to 365 (or any other amount).

Defining PTU Parameters

Access the PTU Setup page.

PTU SetupPTU Elements/Payees

Company: KYFCompañía Financiera

PTU DefinitionFind | View AllFirst1 of 1Last

*Eff Date:01/01/2004

Company DefinitionFind | View AllFirst1 of 1Last

*Year:2004

Apply Proportional Worked Days☒

Amount

*Amount:1500000.000000

*Ceiling Salary:300000.000000

Temporary Payees

Temp Payee?☒

Days:60

Calculated Factors

Day Factor:587.1137825

Salary Factor:1.5551341

PTU Setup page

Year

Enter the year for which you are processing your profit sharing earnings.

Apply Proportional Worked Days

Select this check box if the ceiling salary used to calculate PTU earnings should be adjusted to reflect the number of days that an employee actually works. For example, if the ceiling salary is 240,000, and an employee works 250 days during the year, the ceiling salary for that employee is reduced proportionally—that is, it is set to 164,383.56 $((240,000 / 365) \times 250)$.

Amount

Enter the amount to be shared.

Ceiling Salary

Enter the maximum amount of an employee’s salary that can be used to calculate the employee’s portion of PTU earnings. To determine the amount, calculate the salary of the union employee with the highest wages, add 20 percent to this amount, and enter the total in the Ceiling Salary field. If an employee who is eligible for profit sharing makes more than the amount that you enter here, profit sharing is capped at this amount.

Temp Payee? (temporary payee) and Days

Select Temp Payee? to include all temporary employees in your profit sharing plan.

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To limit the temporary employees who can participate in the plan, select *Temp Payee?* and enter the number of days that temporary employees must work at your company to participate in profit sharing. For example, if you select *Temp Payee?* and enter *60* in the *Days* field, only temporary employees who work 60 days or more are included in the PTU plan.

Day Factor

Displays the *PTU Total for all Employees/Worked Days Total for all Employees*. This figure is calculated automatically when you run the PTU process.

Salary Factor

Displays the *PTU Total for all Employees/Salary Sum Total for all Employees*. This figure is calculated automatically when you run the PTU process.

Identifying PTU Elements and Payees

Access the PTU Elements/Payees page.

PTU Setup **PTU Elements/Payees**

Company: KYF Compañía Financiera

PTU Definition Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2004

PTU Elements Customize | Find | View All First 1-4 of 4 Last

	*Element Name	*Accumulator Sign	*Accum Type		
1	DIA FESTIVO_IMANU	Add	Amount	+	-
2	DIA FESTIVO_UNANU	Add	Units	+	-
3	SUELDO_IMANU	Add	Amount	+	-
4	SUELDO_UNANU	Add	Units	+	-

Non Eligible Payees Customize | Find | View All First 1 of 1 Last

	*EmpID	Empl Rcd#	Name		
1	KY0003	0	Ma. Esther Velázquez Sosa Villegas	+	-

PTU Elements/Payees page

PTU Elements

Element Name

Enter the earnings and deduction accumulators to include in the PTU process.

Accumulator Sign

Select an accumulator sign. Values are:

Add: Adds the earnings and deduction accumulators specified in the Element Name field to the PTU base.

Subtract: Subtracts the earnings and deduction accumulators specified in the Element Name field from the PTU base.

Acum Type (accumulator type)

For each element that you specify in the Element Name field, select *Amount* or *Units*.

Important! When you define an earnings element that you know must be included in the PTU process, create year-to-date accumulators storing both amounts and units for that element. (You can set up an accumulator for units only if the element includes a unit component in its definition.) Otherwise, you will not have the flexibility to accumulate both units and amounts.

Non Eligible Payees

Enter the employee ID and employee record number for employees who do not qualify for inclusion in the profit sharing process.

Setting Up Frequently Used Supporting Element Overrides

To define frequently used supporting element overrides in Mexico, use the Earn/Ded SOVRs MEX (GPMX_ERNDED_SOVR) component.

This section provides an overview of frequently used supporting element overrides in Mexico and discusses how to enter overrides.

Understanding Frequently Used Supporting Element Overrides in Mexico

Global Payroll for Mexico enables you to define the most frequently used supporting element overrides (SOVRs) for earnings and deductions on the Earnings/Deductions SOVRs page. This includes the following:

- Supporting elements used to specify a tax method.
- Supporting elements used to select earnings and deductions for inclusion in the minimum wage Salary Level report (report GPMXAA01).
- Supporting elements used to associate earnings and deductions with a termination version.

Before you can run a payroll, a Salary Level report, or a termination process, you must:

- Enter basic information on the Earnings/Deductions SOVRs page about which earnings and deductions to include in each tax method and each row of the Salary Levels report.
- Specify which earnings and deductions to include in each termination version.

Understanding Element Overrides

The information that you enter on the Earnings/Deductions SOVRs page is inserted as a supporting element override for these variables at the earnings and deduction level:

Type of Override	Variable
Tax Method	FD VR METODO ISR

Type of Override	Variable
Salary Level Group	AA VR NIVEL SAL
Termination Versions	Variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10

See Also

[Chapter 9, “Setting Up Terminations,” page 77](#)

[Chapter 15, “Managing Taxation,” page 147](#)

[Appendix A, “Global Payroll for Mexico Reports,” page 219](#)

Page Used to Set Up Frequently Used Supporting Element Overrides

Page Name	Object Name	Navigation	Usage
Earnings/Deductions SOVRs	GPMX_ERNDED_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earn/Ded SOVRs MEX, Earnings/Deductions SOVRs	Set up SOVRs at the earnings and deduction level for variables used in key calculations.

Entering Overrides

Access the Earnings/Deductions SOVRs page.

Earnings/Deductions SOVRs

SOVRs Customize | Find | View All First 13-24 of 74 Last

Tax Method / Salary Levels Term Vers 01 - 05 Term Vers 06 - 10

	*Entry Type	Element Name	*Begin Date	End Date	Tax Method	Salary Level Group		
13	Earnings	PRIMA DOM GR	01/01/2001		Article 113		+	-
14	Earnings	VALES DESP	01/01/2001			Food & Meal Allowance	+	-
15	Earnings	VALES DES GR	01/01/2001		Article 112		+	-
16	Earnings	FDO AHORRO T	01/01/2001			Savings Fund	+	-
17	Earnings	FDO AHORR GR	01/01/2001		Article 113		+	-
18	Earnings	ANTIG %	01/01/2001		Article 113	Other Income	+	-
19	Earnings	ANTIG DIAS	01/01/2001		Article 113	Other Income	+	-
20	Earnings	ANTIG IMP P	01/01/2001		Article 113	Other Income	+	-
21	Earnings	UNI PRO T*U	01/01/2001		Article 113	Other Income	+	-
22	Earnings	UNI PRO IMP	01/01/2001		Article 113	Other Income	+	-
23	Earnings	PIRAMIDADO	01/01/2001		Article 113	Other Income	+	-
24	Earnings	EXC PIRAMID	01/01/2001		Article 113	Other Income	+	-

Earnings/Deductions SOVRs page

Tax Method/Salary Levels Tab

Entry Type

For a Salary Level report: Define the type of element to include in the report. You can include only earnings or deductions.

For tax method selection: Define the type of element to which you want to apply a tax method using the Tax Method field. You can include only earnings or deductions.

Element Name

For a Salary Level report: Enter the name of the earnings or deductions element to include in the Minimum Wage Salary Levels report (report GPMXAA01).

For tax method selection: Enter the name of the earnings or deductions to which you want to apply a tax method using the Tax Method field.

Begin Date

Enter the begin date of the supporting element override.

End Date

Enter the end date of the supporting element override.

Tax Method

Define the tax method to apply to each earnings and deduction identified in the Entry Type and Element Name fields.

Salary Level Group

For a Salary Level report, specify the salary level group in which you want to include the earnings or deductions identified in the Element Name field.

Term Vers 01-05 and Term Vers 06-10 Tabs

Term Vers 01-10

(termination versions 1-10)

This field is used to associate earnings and deductions with termination versions. For each earnings or deduction that you identify in the Entry Type and Element Name fields, specify the termination versions (the grouping of termination actions and reasons) for which the earnings and deductions can

be paid. Select up to 10 different termination versions for each earnings and deduction.

Note. To associate a termination version with an earnings or deduction, the termination version must already be defined on the Termination Version and Termination Action Reason pages, and the earnings or deduction must be linked to one of the delivered variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10 on the Supporting Elements Override page. (LF VR VER FINIQ 01 through LF VR VER FINIQ 10 are delivered variables representing termination versions.)

See [Chapter 9, “Setting Up Terminations,” page 77](#).

CHAPTER 5

Defining Social Security Contributions

This chapter discusses how to:

- Define contribution rates for social security.
- Define payback rates for INFONAVIT loans.
- Define fixed SDI.
- Define variable SDI.

Note. An overview of social security processing in Mexico is described in another chapter in this PeopleBook.

See Also

Chapter 14, “Updating Social Security Contributions,” page 133

Defining Contribution Rates for Social Security

To define social security contributions, use the Quotas MEX (GPMX_IMS_QUOTA) component.

This section provides an overview of contribution rates for social security and discusses how to define social security quotas.

Note. In Mexico, “social security quota” is used to refer to social security contributions.

Understanding Contribution Rates for Social Security

Global Payroll for Mexico initially delivers the rates and ceiling days that the system uses to calculate employee and employer contributions to each branch of social security. You must maintain this data when the government issues changes.

To calculate contributions to a branch of social security, the system:

1. Compares the employee’s daily SDI amount to the (Minimum Wage * Ceiling Days).
2. Multiplies the minimum amount by the contribution rate.

Note. Global Payroll for Mexico calculates the SDI factor automatically based on parameters you enter on the Xmas, Vac, Premium, SDI Factor page. Once the system has calculated the SDI factor, it uses the SDI factor to calculate IMSS quotas. The Xmas, Vac, Premium, SDI Factor page is discussed in another chapter in this PeopleBook.

See Chapter 4, “Defining Earnings,” page 41.

Example: Calculating the Employer Contribution to RETIRO

Suppose an employee's daily SDI amount is 100 MXN, the minimum wage is 45.24, the employer contribution is 0.02, and the day ceiling is 25. The system calculates the employer RETIRO contribution as follows:

1. Compares SDI (100) to the Minimum Wage * Ceiling Days ($45.24 * 25 = 1131.00$) and determines that 100 is the smaller amount.
2. $100 * .02 = 2.00$ MXN

Now, if the employee's SDI amount is 1200 MXN, then the Minimum Wage * Ceiling Days ($45.24 * 25 = 1131.00$) is lower. The RETIRO contribution is $1131.00 * .02 = 22.62$

See Also

[Chapter 3, "Defining Country Data," Defining General Parameters, page 33](#)

[Chapter 4, "Defining Earnings," Defining Parameters for Christmas Bonuses and Vacation Premiums, page 41](#)

Page Used to Define Social Security Quotas

Page Name	Object Name	Navigation	Usage
Social Security Quotas	GPMX_IMS_QUOTA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Quotas MEX, Social Security Quotas	Define payee and employer contribution rates to social security for each IMSS branch.

Defining Social Security Quotas

Access the Social Security Quotas page.

Social Security Quotas

IMSS Quotas

Find | View All First ◀ 1 of 1 ▶ Last

***Effective Date:** 07/01/2004

Detail

Customize | Find | View All First ◀ 1-7 of 9 ▶ Last

	*IMSS Branch	Payee Percent	Employer Percent	Ceiling Days		
1	E Y M P D	0.002500	0.007000	25.000000	+	-
2	E Y M P E	0.003750	0.010500	25.000000	+	-
3	E Y M C F		0.178000	25.000000	+	-
4	E Y M E 3 S M	0.010400	0.030600	25.000000	+	-
5	I Y V	0.006250	0.017500	22.000000	+	-
6	G Y P S		0.010000	25.000000	+	-
7	RETIRO		0.020000	25.000000	+	-

Social Security Quotas page

IMSS Branch	Select the IMSS branch for which you want to define contribution rates.
Payee Percent	Specify the percentage of SDI that the payee contributes.
Employer Percent	Specify the percentage of the employee's SDI that the employer contributes.
Ceiling Days	Enter the number of days that the system should use to calculate the SDI ceiling for the branch.

Defining Payback Rates for INFONAVIT Loans

To define payback rates for INFONAVIT loans, use the INFONAVIT Loans Percent MEX (GPMX_INF_BR) component.

This section provides an overview of INFONAVIT loans and discusses how to define payback rates.

Understanding INFONAVIT Loans

When employees get a home loan from INFONAVIT, they must pay back a fixed percentage of their pay. This percentage is based on the employee's SDI salary as of the first day of the first month. Every two months, the repayment base is updated to reflect any changes to the employee's SDI.

The bracket element, PR BR INF TASAS, contains the repayment rates for home loans issued by INFONAVIT before January 30, 1998. When the payroll process calculates the pay for an employee with an INFONAVIT loan, it retrieves the correct repayment rate from the bracket, based on the employee's SDI wages, and deducts the calculated amount from the employee's pay. PeopleSoft initially delivers the repayment rates in this table.

The INFONAVIT Loans % page provides a convenient way to view and update the repayment rates stored in the bracket element. You can also view and update the same information by accessing the bracket through the Bracket component.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Data Retrieval Elements,” Defining Bracket Elements.

Page Used to Define Payback Rates for INFONAVIT Loans

Page Name	Object Name	Navigation	Usage
INFONAVIT Loans Percent	GPMX_INF_BR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Loans, INFONAVIT Loans Percent MEX, INFONAVIT Loans Percent	Define the contributions of loan repayment based on SDI. The most common contributions are 20 percent, 25 percent, and 30 percent. This is the amount that an employer can withdraw from an employee's SDI.

Defining Payback Rates

Access the INFONAVIT Loans Percent page.

INFONAVIT Loans Percent

Element Name: PR BR INF TASAS **INFONAVIT Percentages** **Owner:** PS Non-Mnt

Definition
Find | View All
First 1 of 1 Last

***Effective Date:** 01/01/2002 ***Status:** Active

Data
Customize | Find | View All
First 1-6 of 6 Last

	PR VR # SAL MIN	PR VR INF 20%	PR VR INF 25%	PR VR INF 30%		
1	1.000000	15.700000	19.600000	24.600000	+	-
2	2.510000	16.800000	21.000000	26.000000	+	-
3	3.510000	17.200000	21.500000	26.500000	+	-
4	4.510000	17.700000	22.100000	27.100000	+	-
5	5.510000	17.800000	22.300000	27.300000	+	-
6	6.510000	20.000000	25.000000	30.000000	+	-

INFONAVIT Loans Percent page

PR VR # SAL MIN

Displays the factor that represents how much an employee's SDI exceeds the minimum wage for the employee's wage zone at the beginning of each two month period. This factor determines which repayment rate applies.

For example, if a payee's SDI is 200 and the minimum wage for the employee's wage zone is 45.24, the system calculates a factor of $200 / 45.24 = 4.42$. According to the sample page, if the factor is from 3.51 to 4.50, the rates in row 3 apply.

Minimum wage amounts are defined on the Minimum Wages page.

See [Chapter 3, “Defining Country Data,” Defining Minimum Wages, page 32.](#)

**PR VR INF 20%, PR VR
INF 25%, PR VR INF 30%**

Displays the percentage of the payee’s SDI wages that will be deducted each pay period to repay the loan.

For example, assume that an INFONAVIT loan was originally issued with a repayment base of 20 percent of SDI and that the payee earns three times the minimum wage. According to the sample page, the rates on row 2 apply. In this case, the employee is responsible for paying an amount equal to 16.8 percent of his SDI wages.

Defining Fixed SDI

To define parameters for the fixed SDI process, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

This section provides an overview of the fixed SDI process and discusses how to define fixed SDI.

Understanding the Fixed SDI Process

There are some minimum elements established by law that must contribute to fixed SDI. However, you can also select additional elements that contribute to fixed SDI. Examples of additional elements include those that are related to job data events, such as hiring and salary changes.

To define and run the fixed SDI process:

1. Select additional elements that contribute to fixed SDI and define the integration parameters for these elements on the Fixed SDI page.
2. When a new job data event occurs (hiring or salary changes, for example), a new payee SDI data row will be inserted automatically updating the payee fixed SDI data.

It’s also possible to run the fixed SDI calculation due to a minimum salary change or anniversary by running the mass SDI data update. For mass SDI updates, run the fixed SDI process on the SDI by Anniversary and SMG page.

See [Chapter 14, “Updating Social Security Contributions,” Running the SDI Batch Processes, page 139.](#)

See [Chapter 14, “Updating Social Security Contributions,” Running Social Security Reports, page 141.](#)

Page Used to Define Fixed SDI

Page Name	Object Name	Navigation	Usage
Fixed SDI	GPMX_FIXSDI_PARM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, Fixed SDI	Select the elements that contribute to fixed SDI and how they integrate for the fixed SDI calculation.

Defining Fixed SDI

Access the Fixed SDI page: Calculation Base tab.

Pay Group: GY MENSUAL Pruebas Mensual

Fixed SDI Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2001

Data Customize | Find | View All First 1-2 of 2 Last

	Element Name	*Type	*Calc Base	Amount	%		
1	VALES DESP	General	Daily Rate		10.000000	+	-
2	BONO AUTO	General	Amount	900.00		+	-

Fixed SDI page

Element Name	Select the earnings element other than the legal minimum (Christmas Bonus and Vacation Premium), that contributes to fixed SDI.
Type	Define whether this element will be applied by individual payee or in general to the entire pay group. Values are <i>By Payee</i> or <i>General</i> .
Calc Base (calculation base)	Select the calculation base for the element. Values are <i>Amount</i> , <i>Daily Rate</i> , <i>Days</i> , <i>Min Wage</i> , and <i>SDI</i> .
Amount	Indicate the value for the flat amount of the element.
%	This field appears when you select <i>Daily Rate</i> for the Calc Base. Enter the percentage of the SDI or daily rate that will be part of the Fixed SDI value.

Fixed SDI Page: Integrable Base Tab

Access the Fixed SDI page: Integrable Base tab.

Pay Group: GY MENSUAL Pruebas Mensual

Fixed SDI Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2001

Data Customize | Find | View All First 1-2 of 2 Last

Calculation Base Integrable Base

	Element Name	Type	*Integrable Base	Lower Limit %	Wage Zone	Upper Limit %	Wage Zone	
1	VALES DESP	General	Min Wage	40.000000	A Zone	100.000000	A Zone	+ -
2	BONO AUTO	General	All					+ -

Fixed SDI page: Integrable Base tab

Integrable Base

Select the integrable base for the element. Each element integrable base can be based on the whole base or a certain percentage of the daily rate, minimum wage, or SDI. Values are *All*, *Daily Rate*, *Min Wage*, and *SDI*. Depending on the integrable base selected, some of the following fields will appear or not, and should be filled out accordingly.

Lower Limit %(lower limit percentage)

Indicate the lower limit percentage of integration for the element.

Wage Zone

Select the wage zone for the lower limit percentage. Values are *A Zone*, *B Zone*, *C Zone*, and *Payee Zone*.

Upper Limit %(upper limit percentage)

Indicate the upper limit percentage of integration for the element.

Wage Zone

Select the wage zone for the upper limit. Values are *A Zone*, *B Zone*, *C Zone*, and *Payee Zone*.

Defining Variable SDI

To define parameters for the Variable SDI process, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

This section provides an overview of the variable SDI process and discusses how to define variable SDI.

Understanding the Variable SDI Process

With tax reforms effective December 20, 2001, the Variable SDI process is now run bimonthly instead of monthly. In order to accommodate this legislative change, you will:

1. Indicate the method for calculating the variable SDI on the Base Days for Variable SDI field on the General Parameters page.

Choices are 60 Days, Bimonth Days, Hourly Payee, or Paid Days.

2. Define variable SDI parameters for a pay group on the Variable SDI page.
3. Run the Variable SDI process on the Calculate Absence and Payroll page.

You must create a bimonthly calendar and execute the CALC SDI VARIAB process list.

See Also

[Chapter 3, “Defining Country Data,” Defining General Parameters, page 33](#)

[Chapter 14, “Updating Social Security Contributions,” Running the SDI Batch Processes, page 139](#)

[Chapter 14, “Updating Social Security Contributions,” Running Social Security Reports, page 141](#)

Page Used to Define Variable SDI

Page Name	Object Name	Navigation	Usage
Variable SDI	GPMX_VAR_SDI_PARM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, Variable SDI	Select the earnings, accumulators, and formulas used in the Variable SDI process for a pay group.

Defining Variable SDI

Access the Variable SDI page.

The screenshot displays the 'Variable SDI' configuration page. At the top, there are tabs for 'General Parameters', 'Annual Adjustment', 'Xmas, Vac, Premium, SDI Factor', 'PTU', 'Absences', and 'Variable SDI'. The 'Pay Group' is set to 'KY MENSUAL'. The main section is titled 'Variable SDI' and includes a search bar and navigation controls. Below this is a table with the following data:

	*Earnings	*Accumulator Name	*Element Name		
1	COMISIONES	COMISIONES BIM	IM FM 100% VAR	+	-
2	T EXTRA DT	T EXTRA DT BIM	IM FM 100% VAR	+	-
3	BONO	BONO BIM	IM FM 100% VAR	+	-
4	PRIMA DOMIN	PRIMA DOMIN BIM	IM FM 100% VAR	+	-
5	VALES DESP	VALES DESP BIM	IM FM 100% VAR	+	-

Variable SDI page

Earnings

Select the earnings that will be used in the Variable SDI process.

Accumulator Name

Select the accumulators that correspond to the earnings for the Variable SDI process.

Element Name

Select one of the three formulas (integration methods) available: IM FM 100% VAR, IM FM TOP VAL IMSS, or IM FM PREMIO INT.

CHAPTER 6

Defining Taxation

This chapter discusses how to:

- Define federal taxes.
- Define annual tax adjustments.
- Define Multiple Information report parameters.
- Define state taxes.

Note. An overview of federal, state, and local taxes is discussed in another chapter in this PeopleBook.

See Also

Chapter 15, “Managing Taxation,” page 147

Defining Federal Taxes

Federal tax definition begins on the General Parameters page, where you define the tax method for adjusting federal taxes.

Note. The General Parameters page is discussed in another chapter in this PeopleBook.

Once you’ve defined federal taxes, you can process federal tax contributions during regular payroll runs and generate a Federal Taxes report at the end of the year.

See Also

Chapter 3, “Defining Country Data,” Defining General Parameters, page 33

Chapter 15, “Managing Taxation,” Federal Tax Processing, page 149

Defining Annual Tax Adjustments

To define annual adjustments, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

This section provides an overview of the annual tax adjustment setup and discusses how to define annual adjustments.

Understanding Annual Tax Adjustment Setup

Begin defining annual adjustments parameters on the Annual Adjustments page.

Once you've defined annual adjustment parameters, you can update annual tax adjustments by entering tax data from other employers and specify employees who are exempt from the process.

See Also

[Chapter 15, “Managing Taxation,” Updating Annual Tax Adjustments, page 151](#)

Page Used to Define Annual Adjustments

Page Name	Object Name	Navigation	Usage
Annual Adjustment	GPMX_PARM_PAYGRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, Annual Adjustment	Define the parameters to calculate the annual adjustment for each pay group in your company.

Defining Annual Adjustments

Access the Annual Adjustment page.

The screenshot shows the 'Annual Adjustment Parameters' page. At the top, there are several tabs: 'General Parameters', 'Annual Adjustment' (which is active), 'Xmas, Vac, Premium, SDI Factor', 'PTU', 'Absences', and 'Variable SDI'. Below the tabs, the 'Pay Group' is set to 'KY MENSUAL' with the description 'Grupo de Pago Mensual'. The main section is titled 'Annual Adjustment Parameters' and contains several input fields: 'Begin Date' (01/01/2001), 'End Date' (empty), 'Deduction Type' (Number of Periods), 'Calculation Type' (Both - Current & 1991), 'Payment Type' (Payments vs ISR), and 'Return Credit' (empty). There are also navigation buttons like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

Annual Adjustment page

Deduction Type

Define how the system will handle the annual tax adjustment in case you have a debit at the end of the year. Values are *Bracket*, *Number of Periods*, and *Single Deduction*.

If you select *Number of Periods*, the system will use the data in the bracket AA BR RNG DES PER in order to determine in how many pay periods the debit will be discounted. For example, if there is a 5000.00 MXN debit, based on the data of the bracket, the system will withhold 1000.00 MXN during five periods.

If you select *Bracket*, the system will use the data in the bracket AA BR RNG DES SAL in order to determine the amount that needs to be withheld each pay period. The range will depend on the employee's daily rate. For example, if there is a 3000.00 MXN debit, and an employee has a 300.00 MXN daily rate, based on the data of the bracket, the system will withhold 100.00 MXN each pay period until it reaches the 3000.00 MXN amount.

	If you select <i>Single Deduction</i>, the system will withhold the complete debit amount in a single pay period. If the net pay is not enough to cover the amount of the deduction, the system will consider the remaining amount as an arrear and it will be deducted in future pay periods.
Calculation Type	Some companies calculate the annual tax adjustment with the method that existed in the year 1991. In this field, you'll specify which method to use when calculating the annual tax adjustment. Values are <i>Both – Current & 1991</i>, <i>Current Method</i>, and <i>Method 1991</i>. Once you've selected the <i>Both – Current & 1991</i> method, the system then selects the method with the smaller tax.
Payment Type	If you have a tax credit at the end of the year, select one of the options to define how you will receive the credit. Values are <i>Payments vs ISR</i> and <i>Single Payment</i>. Either you'll select to get a payment or you'll have a credit applied to next year's ISR (federal taxes). If you select <i>Payments vs ISR</i>, it means that you'll get a credit on the regular tax versus the difference until this credit is covered. For example, let's say that an employee has 2400 MXN worth of taxes deducted for the year (100 MXN each semimonthly payroll). In the annual tax adjustment process, the system calculates that the real annual tax should be 2100 MXN. This means that there's a credit of 300 MXN due to the employee. If we calculate the next regular payroll, the system would ordinarily withhold 100 MXN (the regular tax for the employee's regular earnings). However, the system won't withhold any amount during 3 payroll periods (to make up for the difference between 2100 MXN and 2400 MXN). The system will cover the regular tax deduction with the credit that the employee has until it is covered.
Return Credit	Enter the date when the salary credit annual difference will be paid to the employee.

Defining Multiple Information Report Parameters

To define multiple information report parameters, use the Multiple Info Parameters MEX (GPMX_ANNL) component.

This section provides an overview of the Multiple Information report setup and discusses how to define Multiple Information Report parameters.

Understanding the Multiple Information Report Setup

Starting on January 1, 2004, there is a new statutory requirement to submit the Multiple Information report to the government. With Global Payroll for Mexico, you can comply with this new legal requirement

To create the Multiple Information report:

1. Define Multiple Information report parameters on the Multiple Info Parameters MEX page.
Before you can generate the Multiple Information report, you need to map corresponding values representing the fields on the report to the payroll elements in Global Payroll for Mexico. You'll map the elements on the Multiple Info Parameters MEX page.
2. Run the Multiple Information report on the Multiple Information MEX page.

You will generate the Multiple Information report at the end of the year, after having finished the payroll fiscal year. The output will be a flat file that will be loaded up to the SAT (*Servicio de Administración Tributaria*) system.

Note. The Multiple Information report page is discussed in another chapter in this PeopleBook.

See [Chapter 15, “Managing Taxation,” Running Tax Reports, page 156](#).

Page Used to Define Multiple Information Report Parameters

Page Name	Object Name	Navigation	Usage
Multiple Info Parameters MEX	GPMX_ANNL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Multiple Info Parameters MEX, Multiple Info Parameters MEX	Define multiple information report parameters for a company.

Defining Multiple Information Report Parameters

Access the Multiple Info Parameters MEX page.

Multiple Info. Parameters MEX

Company: KYF Compañía Financiera

Report Parameters Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

Elements Mapping Customize | Find | View All First 1-3 of 36 Last

	*Report Field	*Entry Type	Element Name	Description
1	049-Salary Txbl	Earnings	SUELDO POR H	Hourly Salary
2	049-Salary Txbl	Earnings	DIA FESTIVO	Holiday
3	049-Salary Txbl	Earnings	SUELDO	Salary

Other Income (Field 103 and 104) Customize | Find | View All First 1 of 1 Last

	*Entry Type	*Field Type	Element Name	Description
1				

Multiple Info Parameters MEX page

Element Mapping

Report Field

Select the field on the Multiple Information report to which the element will be mapped.

Entry Type

Define the entry type for the element. Values are *Accumulator*, *Deduction* and *Earnings*.

Element Name

Select the element which will map to the Multiple Information report.

Other Income (Field 103 and 104)

Other Income field values are for any other earnings or deduction that don't have a specific row defined in the Element Mapping section.

Entry Type	Define the entry type for the element. Values are <i>Deduction</i> and <i>Earnings</i> .
Field Type	Select <i>Taxable</i> or <i>NonTaxable</i> for the earnings or deduction entry type.
Element Name	Select the element which will map to the Multiple Information report.

Defining State Taxes

To define earnings and deductions by state, use the Earn/Ded by State MEX (GPMX_STATE_TAXES) component. To view state tax rates, use the State Rates MEX (GPMX_STATETAXES) component. To define state and local taxes for a company, use the State Rates by Company MEX (GPMX_SP_ST_TAXES) component.

This section provides an overview of state tax setup and discusses how to:

- Define earnings and deductions by state.
- View state tax rates.
- Define state tax rates by company.

Understanding State Tax Setup

To define state taxes, you need to define earnings and deductions by state, state tax rates, and state tax rates by company.

Once you've defined state taxes, you can process state tax contributions during regular payroll runs and generate the State Taxes by Location report every month.

See Also

Chapter 15, "Managing Taxation," State Tax Processing, page 150

Pages Used to Define State Taxes

Page Name	Object Name	Navigation	Usage
St. Taxes Earn/Ded	GPMX_STATE_TAXES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Earn/Ded by State MEX, St. Taxes Earn/Ded	Define which earnings and deductions will be part of a state's tax base.
State Tax Rates	GPMX_STATETAX	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State Rates MEX, State Tax Rates	Look up state tax rates for each state in Mexico. This table is PeopleSoft-delivered.
Spec. State Taxes	GPMX_SPST_TAXES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State Rates by Company MEX, Spec. State Taxes	Define state and local taxes at the company level. This only applies to companies operating in Chihuahua and/or Ciudad Juarez.

Defining Earnings and Deductions by State

Access the St. Taxes Earn/Ded (state taxes earnings and deductions) page.

St. Taxes Earn/Ded

State: CHIH Chihuahua

State Taxes Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001 31

Earnings/Deductions Customize | Find | View All First 1-6 of 6 Last

	Element Type	Element Name	Description		
1	Earnings	COMISIONES	Commissions	+	-
2	Deduction	FALTAS	Unpaid Absence	+	-
3	Earnings	BONO	Bonus	+	-
4	Earnings	SUELDO POR H	Hourly Salary	+	-
5	Earnings	FDO AHORRO	Savings Fund	+	-
6	Earnings	SUELDO	Salary	+	-

St. Taxes Earn/Ded page

Element Type

Select the element type. Values are *Deduction* and *Earnings*.

Element Name

Select the earning or deduction element to be added to the state tax base.

Note. This data is loaded into the payroll process with the IE AR ST TAX CNCPT array.

Viewing State Tax Rates

Access the State Tax Rates page.

State Tax Rates

Element Name: IE BR PCT ESTATAL

Tax Percentage by State

Owner: PS Non-Mnt

Definition

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

*Status: Active

Data

Customize | Find | View All First 1-7 of 18 Last

	IE VR ESTADO LOC	IE BR PCT ESTATAL		
1	BCB	0.012500	+	-
2	BCS	0.040000	+	-
3	CAMP	0.020000	+	-
4	CHPS	0.020000	+	-
5	DF	0.020000	+	-
6	DGO	0.020000	+	-
7	EMEX	0.020000	+	-

State Tax Rates page

IE VR ESTADO LOC

Look up the state code. This is the lookup value of a bracket.

IE BR PCT ESTATAL

Look up the state tax rate. This is the return value of a bracket. Once you lookup a state code, the system returns the corresponding state tax rate.

Note. This page is only a tool provided by Global Payroll for Mexico to enter a bracket in a better way. The information entered on this page is loaded into the IE BR PCT ESTATAL bracket element during the payroll process.

Defining State Tax Rates by Company

Access the Spec. State Taxes page.

Spec. State Taxes

Company: KYF Compañía Financiera

Definition

Find | View All First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/2001 31 + -

Data

Customize | Find | View All | ■ First ◀ 1-2 of 2 ▶ Last

	*State / County	Special Tax Percent		
1	Ciudad Juarez ▼	0.025	+	-
2	Chihuahua ▼	0.020	+	-

Spec. State Taxes page

State/County Select *Chihuahua*, *Ciudad Juarez* or *Hidalgo*.

Special Tax Percent Enter the state tax rate for your company.

Note. Chihuahua is the only state in Mexico that taxes a company's earnings based on the number of employees it has, so the state tax rates vary for each company.

It's difficult to determine the number of employees in a company before the payroll process, so you must determine the number of employees in your company and then the corresponding tax rates for your company individually.

You'll also define local tax rates for Ciudad Juarez on this page. The local tax rate varies depending on the amount of minimum wages of the entire payroll earnings in a month. This information can also be difficult to determine prior to running a payroll. Therefore, you can load this data into the payroll process with the IE AR ES CIA array.

CHAPTER 7

Defining Absence Rules

This chapter discusses how to:

- Set up absences.
- Set up vacations.

Note. An overview of absences is described in another chapter in this PeopleBook.

See Also

Chapter 16, “Updating Absences,” page 161

Setting Up Absences

To define absences, use the Pay Groups MEX (GPMX_PARM_PYGRP) component.

This section discusses how to define absence parameters for pay groups.

Page Used to Set Up Absences

Page Name	Object Name	Navigation	Usage
Absences	GPMX_ABS_PYGRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups MEX, Absences	Define the absence parameters for a pay group.

Defining Absence Parameters for Pay Groups

Access the Absences page.

General Parameters	Annual Adjustment	Xmas, Vac, Premium, SDI Factor	PTU	Absences	Variable SDI
Pay Group: KY MENSUAL Grupo de Pago Mensual					
Absences Parameters Find View All First 1 of 1 Last					
*Begin Date: 01/01/2001		End Date:		+ -	
*Subsidy Base: SDI		Days without Subsidy:			
*Factor: 7th Day Factor		116.666667			
☒ IMSS Agreement					
Disability					
☒ Allow Salary Change					
Vacation Parameters					
☐ Negative Balance Option					
*Vacation Premium Type: Annual					
Vacation Premium Month: 5		Vacation Premium Day: 5			
Annual Application Options: Vacation Days and Premium					
☐ Discount Vacation Takes					

Absences page

Absences Parameters

Subsidy Base

Select the subsidy base for disabilities. Values are *Daily Salary*, *SDI*, *SDI Complement*, and *Without Subsidy*. Your company can subsidize the difference between what IMSS pays employees and what their regular earnings are. The three most common methods are SDI, SDI Complement, and daily salary.

For the SDI method, the company pays 100 percent of the SDI for the first three days of the disability and 40 percent of SDI from the fourth day on. This 40 percent will be capped up to the SDI.

For the SDI Complement method, the 40 percent will be capped up to the difference between the 60 percent of SDI and the 100 percent of the daily rate.

For the daily salary method, the company pays 100 percent of the daily salary for the first three days. From the fourth day on, the company pays the difference between the daily salary and what IMSS pays (usually 60 percent of SDI) capped up to the daily rate.

Days without Subsidy

Enter the number of days without a disability subsidy. Because the IMSS does not pay for the first three days of a disability, some companies pay for those days to cover the difference.

Factor

Select the factor for general absences. Values are *6th & 7th Day Factor*, *7th Day Factor*, *Other*, and *Without Factor*. For example, if an employee works Monday through Friday and is absent only one day, the employee receives a discount for the sixth and seventh days. Enter the amount of the factor in the field next to the Factor field. The absence is deducted using this factor. For example, if you select *Without Factor*, the amount equals 100 MXN. If

you select *6th & 7th Day Factor*, the amount equals 140 MXN. If you select *7th Day Factor*, the amount equals 116.67 MXN.

IMSS Agreement

Select if your company has an agreement with IMSS to calculate disability subsidies. If you have an agreement with IMSS, your company pays the employee directly, and IMSS pays the subsidy to the company instead of the employee. This parameter will cause the earning SUB ENF CONV to appear instead of the other two subsidy earnings (SUB ENF 40% and SUB ENF 100%). This subsidy will be the same as paying employees their regular salary earnings.

Disability

Allow Salary Change

Select to allow salary changes for employees during disability.

Vacation Parameters

Negative Balance Option

Select to allow employees to carry a negative absence balance.

Vacation Premium Type

Define the calculation method for the vacation premium. Values are:

Anniversary: Employee is paid the entire vacation premium on the employment anniversary.

Annual: Employee is paid the entire vacation premium on a specified date that you define.

Proportional: Employee is paid the vacation premium on an as-used basis. For example, if an employee used three days of vacation in one month, out of a total of ten days vacation for the year, the employee receives 3/10 of the vacation premium in that month's pay.

Vacation Premium Month

If you select *Annual* as the Vacation Premium Type, enter the month that the vacation premium will be paid. Values are 01–12, depending on the number of the month.

Vacation Premium Day

If you select *Annual* as the Vacation Premium Type, enter the day that the vacation premium will be paid. Values are 01–31, depending on the day of the month.

Annual Application Options

If you select *Annual* as the Vacation Premium Type, the Annual Application Options field appears. Values are *Vacation Premium* and *Vacation Days and Premium*. In Global Payroll for Mexico, there are two different earnings codes, one for Vacation Take Days and another for Vacation Premium. If you select *Vacation Premium*, the earnings code for the Vacation Premium appears on that pay period. If you select *Vacation Take Days and Vacation Premium*, then two earnings codes will be generated—one for the Vacation Take Days and one for the Vacation Premium.

Discount Vacation Takes

If you select *Annual* as the Vacation Premium Type, the Discount Vacation Takes field appears. Select this check box if you want the vacation takes that occurred during the annual period to be discounted from either the vacation premium or the vacation days payment.

Setting Up Vacations

This section discusses how to:

- Handle negative vacation balances.
- Define vacation premiums.

Handling Negative Vacation Balances

You can enable negative vacation balances for employees by selecting the Negative Balance Option check box on the Absences page.

- If you do not enable negative balances, the system generates an error message and does not process the vacation take if the vacation take goes over the accumulated balance.
- If you enable negative balances, you can set a limit to the negative balance by either a fixed amount or a percentage of the next absence entitlement to be generated.

For example, if an employee's next vacation entitlement is 12 days, and you set the limit for negative balances to 50 percent, then the system takes a limit of 6 days.

Defining Vacation Premiums

Employees in Mexico receive a vacation premium, which is at least 25 percent of their salary. Vacation premiums are paid in one of three ways:

- Anniversary: Employees receive their entire vacation premium on their employment anniversaries, regardless of whether they already took the vacation.
- Annual: Employees receive their entire vacation premium for the year on a selected date specified by the company.
- Proportional (spread all along the vacation takes): Employees receive their vacation premiums as they take vacation throughout the year.

This way, employees do not receive vacation premium pay in advance, but receive it as they use it.

Note. You can override the payment date at the payee level. If an employee is terminated before the vacation premium date, you can calculate the proportional days and pay the employee at the time of termination.

You'll define the payment option for vacation premiums on the Absences page.

CHAPTER 8

Defining Overtime

This chapter discusses how to define overtime in Mexico.

Note. After setting up overtime parameters, you can record daily and weekly overtime and run the Overtime Report. These are discussed in another chapter in this PeopleBook.

See Also

Chapter 17, “Tracking Overtime,” page 179

Defining Overtime in Mexico

To define overtime calendars, use the Pay Group OVT Calendars MEX (GPMX_OVR_CAL) component. To define overtime parameters, use the Pay Group OVT Parameters MEX (GPMX_OVR_PAR) component.

This section discusses how to:

- Define the overtime calendar.
- Define overtime parameters.

Note. Before processing overtime in Mexico, you must define overtime parameters by pay group, as well as weekly overtime calendars by pay group.

Pages Used to Define Overtime

Page Name	Object Name	Navigation	Usage
Overtime Calendar	GPMX_OVR_CAL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Group OVT Calendars MEX, Overtime Calendar	Define the weekly overtime calendar for a pay group. This is a tool to create an automatic calendar.
Overtime Parameters	GPMX_OVR_PARMS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Group OVT Parameters MEX, Overtime Parameters	Define the overtime parameters for a pay group.

Defining the Overtime Calendar

Access the Overtime Calendar page.

Overtime Calendar

Pay Group: KY MENSUAL

Overtime Calendar

Find | View All | First 1 of 1 Last

Year: 2004

Begin Date:

Number of Weeks: 52

Generate Calendar

Weekly Calendar

Customize | Find | View All | First 1-6 of 52 Last

	*Week	Begin Date	End Date		
1	1	01/01/2004	01/07/2004	+	-
2	2	01/08/2004	01/14/2004	+	-
3	3	01/15/2004	01/21/2004	+	-
4	4	01/22/2004	01/28/2004	+	-
5	5	01/29/2004	02/04/2004	+	-
6	6	02/05/2004	02/11/2004	+	-

Overtime Calendar page

Overtime Calendar

Year Enter the year for the overtime calendar that you want to create.

Begin Date Enter the begin date for the overtime calendar.

Number of Weeks Specify the number of weeks that you are going to create the overtime calendar for.

Note. In Mexico, overtime is defined by a weekly period. The frequency of a payroll is not considered a factor in determining overtime calendars.

Generate Calendar Click the Generate Calendar button to create an overtime calendar. Once you’ve clicked Generate Calendar, the overtime calendar information is automatically created.

Weekly Calendar

Week The week number for the overtime calendar appears.

Begin Date/End Date The begin and end dates for the week appear.

Defining Overtime Parameters

Access the Overtime Parameters page.

The screenshot displays the 'Overtime Parameters' page. At the top, the 'Pay Group' is set to 'KY SEM' and 'Grupo de Pago Semanal'. Below this, the 'Overtime Parameters' section is visible, featuring a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. The main form includes fields for '*Begin Date' (01/01/2001) and 'End Date'. A 'Double Overtime' sub-section contains 'Maximum Times per Week' (3), 'Maximum Hours per Day' (3), 'Maximum Hours per Week' (9), and 'In Excess Hrs. per Day' (Triple).

Overtime Parameters page

Overtime Parameters

Begin Date/End Date Enter the begin and end dates for the overtime parameters.

Double Overtime

Maximum Times per Week Specify the maximum number of days in a week that the overtime is going to be paid as double. For any amount above this parameter, overtime will be paid as triple.

Maximum Hours per Day Specify the maximum number of hours in a day that will be paid as double. For any amount above this parameter, overtime will be paid as triple.

Maximum Hours per Week Specify the maximum hours in a week that the overtime will be paid double. For any number of hours per week above this, overtime will be paid as triple. This parameter should always be 9 since it's legally defined.

In Excess Hrs. per Day (in excess hours per day) Define how the system should calculate overtime hours that fall between three hours a day and three days a week and the first nine hours. Values are *Double* and *Triple*.

Note. These four parameters are taken into consideration when you enter overtime data in order to split the double and triple overtime. Depending on the value in the In Excess Hrs. per Day field, the system may override the value for the TE VR FACTEX variable at the pay group level. This variable is used during payroll calculation in order to determine whether the In Excess Hours are going to be paid at a double rate or triple rate for overtime.

CHAPTER 9

Setting Up Terminations

This section provides an overview of termination setup and discusses how to:

- Define termination versions and action/reasons.
- Create new termination earnings and deductions.

Note. Processing terminations is discussed in another chapter in this PeopleBook.

See Also

Chapter 18, “Processing Terminations,” page 189

Understanding Termination Setup

In Global Payroll for Mexico, the process used to trigger termination payments is based in a termination version. A termination version is a collection of actions and reasons that can trigger specific termination earnings and deductions.

In Global Payroll for Mexico, both payees and termination earnings and deductions are associated with termination versions. When you define a termination earning or deduction, you link it to one or more termination versions. When you terminate a payee, the payee is automatically linked to the termination version representing the action and the reason for his termination. In this way, the system can identify and process only those earnings and deductions associated with the same termination version.

Elements Used in the Termination Process

This table lists the elements used in the process that triggers termination pay.

Element	Description
LF VR VER FINIQ EE	Delivered variable that contains the termination version (representing the termination action and reason) for a terminated payee. Note. Termination versions are defined on the Termination Version and Termination Action/Reasons pages.
LF VR MOTIVO BAJA	Delivered variable that contains the termination reason.

Element	Description
WORKFORCE_SYNC	Application message that enables the delivered Global Payroll variables LF VR VER FINIQ EE and LF VR MOTIVO BAJA to be inserted in the supporting element override table at the payee level (thus associating a terminated payee with the termination version that applies to the payee's termination). The subscription PeopleCode that inserts these variables is TERMINATION VERSION JOB.
LF GC VER FINIQ	Generation control element that determines whether earnings or deductions should be paid in response to a payee's termination. This element is based on the generation control formula LF FM VER FINIQ GC.
LF VR VER FINIQ 01, LF VR VER FINIQ 02, LF VR VER FINIQ 03, LF VR VER FINIQ 04, LF VR VER FINIQ 05, LF VR VER FINIQ 06, LF VR VER FINIQ 07, LF VR VER FINIQ 08, LF VR VER FINIQ 09, LF VR VER FINIQ 10	These 10 delivered variables represent different termination versions and are linked to different earnings and deductions to identify which earnings or deductions should be paid for each combination of termination actions and reasons.
LF VR CRED SAL	Delivered variable that defines whether the salary credit option should be considered for the termination ISR (tax) calculation. This variable defaults to "Y" but can be overridden at the payee or Calendar ID level to avoid the salary credit use in the FD FM TOT ISR SDO formula.

Steps for Triggering Termination Pay

These elements are used to trigger termination pay, as outlined here:

1. When a payee is terminated or laid off and the appropriate action/reason codes are entered on the Job Data pages in PeopleSoft Enterprise Human Resources, the system uses the application message WORKFORCE_SYNC to insert the Global Payroll variables LF VR VER FINIQ EE (containing the termination version) and LF VR MOTIVO BAJA (containing the termination reason) as supporting element overrides at the payee level (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements). In other words, the application message links the payee to the termination version (the action and reason combination) that applies to the payee's specific termination.

Note. The only actions capable of triggering the application message used to insert the variables LF VR VER FINIQ EE and LF VR MOTIVO BAJA in the supporting element override table at the payee level are TER (termination), LOF (layoff), and COM (completion).

2. Just as each terminated payee is linked to a termination version, each termination earning or deduction is linked to a termination version (using the variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10) on the Supporting Elements Override page of the Earning/Deduction Definition component.
3. When a payee is terminated or laid off, Global Payroll for Mexico uses the generation control element LF GC VER FINIQ (in combination with the formula LF FM VER FINIQ GC) to include in the payee's final payment only those earnings and deductions that are part of the termination version associated with the payee in Step 1. This is done by means of the following comparison:

- When you run a payroll, the generation control element (which is linked to each delivered termination earnings or deduction on the Calculation page of the Earning/Deduction Definition component) checks the payee's termination version, as represented by the variables LF VR VER FINIQ EE (containing the termination version) and LF VR MOTIVO BAJA (containing the termination reason).
- At the same time, the generation control element checks the termination versions associated with each delivered termination earnings and deduction element on the Supporting Elements Override page of the Earning/Deduction Definition component. If the payee's termination version (represented by the variables LF VR VER FINIQ EE and LF VR MOTIVO BAJA) equals the termination version (represented by the variables LF VR VER FINIQ 01 through LF VR VER FINIQ 10) associated with an earnings or deduction on the Supporting Elements Override page, the earnings or deduction can be processed.

See Also

[Chapter 9, “Setting Up Terminations,” Creating New Termination Earnings and Deductions, page 81](#)

[Chapter 4, “Defining Earnings,” Setting Up Frequently Used Supporting Element Overrides, page 48](#)

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”

Defining Termination Versions and Action/Reasons

To define termination versions, use the Versions MEX (GPMX_TERM_VERSION) component. To define termination action/reasons, use the Action/Reasons MEX (GPMX_TERM_ACTN_RSN) component.

This section provides an overview of termination versions and discusses how to:

- Define termination versions.
- Specify actions and reasons.

Understanding Termination Versions

Global Payroll for Mexico groups the qualifying actions and reasons for making termination payments into termination versions. Different termination action and reason combinations trigger different sets of termination earnings.

To define termination versions and then trigger the payments associated with a termination version, you must do the following:

1. Define your termination versions on the Termination Version page.
2. Define the associated actions/reasons that will trigger payment on the Termination Action/Reasons page.
3. On the Job Data pages in Human Resources, specify *Termination*, *Completion*, or *Layoff* as the action and enter a corresponding reason.

When you specify *Termination*, *Completion*, or *Layoff* as the action in combination with a qualifying reason, termination pay will be processed for the terminated or laid off payees—as long as the termination or layoff action/reason combination is recognized, by generation control, as valid for triggering termination payments.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, “Increasing the Workforce”.

4. Generate a termination letter using the Termination/Layoff Letter page.

Note. The Termination/Layoff Letter page is documented in another chapter in this PeopleBook.

See Also

[Chapter 18, “Processing Terminations,” page 189](#)

Pages Used to Define Termination Versions and Action/Reasons

Page Name	Object Name	Navigation	Usage
Termination Version	GPMX_TERM_VERSION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Terminations, Versions MEX, Termination Version	Define termination versions.
Termination Action/Reasons	GPMX_TERM_ACTN_RSN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Terminations, Action/Reasons MEX, Termination Action/Reasons	Define qualifying actions and reasons for triggering termination pay.

See Also

[Chapter 3, “Defining Country Data,” page 21](#)

Defining Termination Versions

Access the Termination Version page.

Termination Version

Termination Version: KY RENUNC

Definition

*Description: Termination

Short Description: Terminatio

Termination Version page

Termination Version

Name and describe the termination version. This version name enables you to group all of the qualifying actions and reasons for making a set of termination payments.

Specifying Actions and Reasons

Access the Termination Action/Reasons page.

Termination Action/Reasons							
Definition				Customize Find View All First 1-5 of 5 Last			
	*Action		*Reason		*Termination Version	*Termination/Layoff	
1	TER	Termination	DIS	Dishonesty	KY RENUNC	Layoff	
2	TER	Termination	MUT	Mutual Consent	KY RENUNC	Termination	
3	TER	Termination	RED	Staff Reduction	KY LIQUID	Layoff	
4	TER	Termination	TMP	End Temporary Employment	KY RENUNC	Termination	
5	TER	Termination	VSP	Voluntary Separation Program	KY RENUNC	Termination	

Termination Action/Reasons page

Action	Specify the action corresponding to a termination version that triggers termination pay in combination with a specific reason.
Reason	Specify the reason corresponding to a termination version that triggers termination pay in combination with the specified action.
Termination Version	Indicate the termination version for the action and reason combination that you specified trigger termination pay.

Note. Termination versions are assigned at the action and reason level. When a payee is terminated, an application message inserts the version as a supporting element override at the payee level. This is explained in detail in another chapter in this PeopleBook.

See [Chapter 18, “Processing Terminations,” Understanding Termination Payments, page 189.](#)

Termination/Layoff	Specify whether the reason for the payee’s departure is <i>Layoff</i> or <i>Termination</i> .
---------------------------	---

Note. This information is inserted as a supporting element override (variable) at the payee level and is used in formulas that trigger and process termination payments. For example, the seniority premium is always paid for layoffs, but it is paid for a termination only if the payee has 15 or more years of seniority.

Creating New Termination Earnings and Deductions

This section provides an overview of creating new termination earnings and deductions and discusses how to:

- Associate earnings and deductions with termination versions.
- Define earnings and deductions to pay or deduct as part of a termination version.
- Link generation control formulas to earnings and deductions.
- Define generation control formulas.
- Define variables to represent termination versions.

Understanding How to Create New Termination Earnings and Deductions

PeopleSoft delivers a number of sample termination earnings and deductions. You can modify these elements to fit your needs, or create new termination elements using the delivered elements as your guide.

If you create new termination earnings and deductions, you must associate them with the delivered termination versions to which they correspond.

Note. The sample termination earnings and deductions are discussed in another chapter in this PeopleBook.

See [Chapter 18, “Processing Terminations,” page 189](#).

Earnings and Deductions That are Paid as Part of Each Termination Version

To specify the earnings and deductions that should be paid or deducted as part of each termination version, you have two options:

- Using the Supporting Elements Override page of the Earnings component or Deduction component in the core application, associate any of the 10 delivered variables (LF VR VER FINIQ 01 through LF VR VER FINIQ 10) with each new earnings or deduction element. These variables represent up to 10 different termination versions.
- Using the Earnings/Deductions SOVRs page in Global Payroll for Mexico, define which earnings and deductions should be paid or deducted as part of each termination version. This page enables you to insert a supporting element override (SOVR) at the earnings or deduction level.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Earning and Deduction Elements”.

See [Chapter 4, “Defining Earnings,” page 41](#).

Override Values for Variables Associated with the New Earnings and Deductions

To specify the override values of the variables (LF VR VER FINIQ 01–10) you associated with the new earnings and deduction elements, you have two options:

- Use the Values tab on the Supporting Elements Override page.
On this tab, specify which termination versions defined on the Termination Versions page will be represented by the variables LF VR VER FINIQ 01–10.
- Use the Earnings/Deductions SOVRs page in Global Payroll for Mexico.

Paying New Earnings and Deductions When a Payee is Terminated

To pay the new earnings or deduction only when a payee is terminated and only as part of its corresponding termination version, assign the generation control element LF GC VER FINIQ to the earnings or deductions on the Calculation page of the Earnings component or Deduction component (using the Generation Control field).

Creating More than 10 Termination Versions

To create more than 10 termination versions, complete these steps using the delivered termination elements as your model:

1. Define a new termination version on the Termination Version and Termination Action/Reasons pages (VER11, for example).
2. Create additional variables using the Variable component for each termination version in excess of 10 (LF VR VER FINIQ 11, for example).

3. Using the Supporting Elements Override page of the Earnings component or Deduction component in the core application, add the new variable to all of the earnings and deductions that you want to make part of this version

Note. Remember to set the value of this variable to VER11 to represent the new termination version.

4. Modify the LF GC VER FINIQ generation control formula to include this new variable as part of the comparison process that determines whether the variable LF VR VER FINIQ EE, inserted as a supporting element override at the payee level, equals the new variable that you created.

This is a generation control formula before and after the modification:

Before Modification:

```
If LF VR VER FINIQ EE <> “ And LF VR VER FINIQ EE In (LF VR VER FINIQ 01 LF VR VER FINIQ
02 LF VR VER FINIQ 03 LF VR VER FINIQ 04 LF VR VER FINIQ 05 LF VR VER FINIQ 06 LF VR
VER FINIQ 07 LF VR VER FINIQ 08 LF VR VER FINIQ 09 LF VR VER FINIQ 10 ) Then
```

```
1 >> LF FM VER FINIQ GC
```

```
Else
```

```
0 >> LF FM VER FINIQ GC
```

```
Endif
```

After Modification:

```
If LF VR VER FINIQ EE <> “ And LF VR VER FINIQ EE In (LF VR VER FINIQ 01 LF VR VER
FINIQ 02 LF VR VER FINIQ 03 LF VR VER FINIQ 04 LF VR VER FINIQ 05 LF VR VER FINIQ 06
LF VR VER FINIQ 07 LF VR VER FINIQ 08 LF VR VER FINIQ 09 LF VR VER FINIQ 10 LF VR
VER FINIQ 11) Then
```

```
1 >> LF FM VER FINIQ GC
```

```
Else
```

```
0 >> LF FM VER FINIQ GC
```

```
Endif
```

Pages Used to Create New Termination Earnings and Deductions

Page Name	Object Name	Navigation	Usage
Supporting Element Overrides	GP_ELM_DFN_SOVR	- Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides - Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Supporting Element Overrides	Associate earnings and deductions with termination versions.
Earnings/Deductions SOVRs	GPMX_ERNDED_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earn/Ded SOVRs MEX, Earnings/Deductions SOVRs	Define which earnings and deductions should be paid or deducted for each termination version.
Calculation	GP_ERN_DED_CALC	- Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation - Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Associate a generation control element with an earnings or deduction element.
Field-by-Field Definition (Formula)	GP_FORMULA1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Field-by-Field Definition	Define a generation control formula.
Definition (Variable)	GP_VARIABLE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Definition	Define a new variable to represent a termination version.

Associating Earnings and Deductions with Termination Versions

Access the Supporting Element Overrides page.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Setting Up Overrides”.

Defining Earnings and Deductions to Pay or Deduct as Part of a Termination Version

Access the Earnings/Deductions SOVRs page.

See [Chapter 4, “Defining Earnings,” Setting Up Frequently Used Supporting Element Overrides, page 48](#).

Linking Generation Control Formulas to Earnings and Deductions

Access the Calculation page.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Earning and Deduction Elements”.

Defining Generation Control Formulas

Access the Field-by-Field Definition page for formulas.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Calculation Elements”.

Defining Variables to Represent Termination Versions

Access the Definition page for variables.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Calculation Elements”.

CHAPTER 10

Creating Payslips

This chapter provides an overview of the payslip definition process and discusses how to:

- Define payslip sort IDs.
- View payslips.
- Run the payslip report.

Understanding the Payslip Definition Process

In Mexico, companies have to provide a standard payslip that contains information such as the number of worked days and wages. The payslip is delivered to employees depending on the payment frequency (Weekly, Biweekly, Semimonthly, or Monthly).

In Global Payroll for Mexico, you can define the criteria to print out your payslips, so that it displays exactly the information you require. You can prioritize the sort criteria and select the earnings and deductions you want included in the payslip.

To define payslips:

1. (Optional) Create a Group Criteria in Human Resources.
2. Create a Group ID Definition on the Group Build - Group Definition component in PeopleSoft Enterprise Human Resources.

You must have defined a Group ID before you can generate a payslip in Global Payroll for Mexico. Every time you run the payslip process, the Group ID is refreshed.
3. Define the sort criteria for your payslip on the Sort ID page.
4. Select the earnings and deductions you want included on the payslip on the Element List page.
5. Generate the payslip on the Payslip Report page.

Note. The Element List page can be used for payslips, as well as for the Payroll Results Register and the termination/layoff letters. The Element List page is discussed in another chapter in this PeopleBook. The Group Definition page and the Group Criteria page are discussed in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*.

The Payslip page launches a Job (GPMXPYSL) containing two processes in the sequence:

1. The Structured Query Report (SQR) GPMXPS01 prints the payslip report and provides self-service related information for PeopleSoft Enterprise ePay if ePay is licensed.

2. The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

See *PeopleSoft Enterprise ePay 8.9 PeopleBook*, “Managing Pay Information for PeopleSoft Enterprise Global Payroll,” Setting Up View Payslip.

Note. When running the GPMXPYSL Job, the followingType and Format options can be used with ePay: *None* and *None*(defaults to Web and PDF), or *Weband PDF* or *Fileand PDF*. If using *File* and *PDF*, do not use a custom output destination from the Process Scheduler Request page.

See Also

Chapter 3, “Defining Country Data,” page 21

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up Group Definitions and Security”

Defining Payslip Sort IDs

To define payslip sort IDs, use the Sort IDs MEX (GPMX_SORTID) component.

This section discusses how to define sort IDs.

Page Used to Define Sort IDs

Page Name	Object Name	Navigation	Usage
Sort ID	GPMX_SORTID	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Sort IDs MEX, Sort ID	Define the printing order selection for the payslip. The Sort ID is used in the payslip generation process.

Defining Sort IDs

Access the Sort ID page.

Sort ID page

Sort By

Define what you want the payslip to sort by first. Values include *Company*, *Department*, *Employee ID*, *Employee Name*, *Employee Type*, *Location*, *Pay Group*, *Pay Entity*, and *Supervisor Code*. Once you've defined your sort criteria, this is the order in which the payslip will print information.

Then By

Select what the next sort criteria will be. You can define sorting of up to five criteria. Values are the same for all Sort fields.

Desc (descending)

Select if you want the sort order to be in descending order. The default is in ascending order, so if you want to print in descending order, you must specify this by selecting the Desc check box.

Viewing Payslips

If you purchased ePay, employees can view their payslips online using the Self-Service menu in PeopleSoft Enterprise HRMS. This feature is discussed in detail in the ePay PeopleBook.

See Also

PeopleSoft Enterprise ePay 8.9 PeopleBook, "Managing Pay Information for PeopleSoft Enterprise Global Payroll," Viewing Payslips Online

Running the Payslip Report

This section discusses how to run the payslip report.

Page Used to Run the Payslip Report

Page Name	Object Name	Navigation	Usage
Payslip Run Control	GPMX_RC_PAYSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips MEX, Payslip Run Control	Generates the payslip. Note that you must first define the Group ID to generate the payslip. All groups selected in the Group ID field will automatically be created during the payroll run.

See Also

Appendix A, “Global Payroll for Mexico Reports,” page 219

CHAPTER 11

Tracking Earnings

This chapter provides an overview of earnings in Mexico and discusses how to:

- Run the PTU (profit sharing) process.
- Set up the coupons interface.
- Use batch positive input.
- Run earnings reports.
- View delivered earnings elements.

Understanding Earnings in Mexico

This section lists prerequisites and discusses:

- Earnings types.
- Earnings and accumulators.

Prerequisites

Before you can track different earnings types, you must set up certain parameters for each earning type:

- Define the SDI factor for Christmas bonuses and vacation premiums.
- Define PTU (profit sharing).
- Set up frequently used supporting element overrides (SOVRs).

Note. All of these steps are discussed in another chapter in this PeopleBook.

See Also

Chapter 4, “Defining Earnings,” page 41

Earnings Types

The different earnings types in Mexico include base salary, bonuses, commissions, overtime, PTU (profit sharing), food coupons, vacation premiums, savings funds, seniority pay, and social benefits. You define earnings using the Earnings component.

See Also

[Chapter 11, “Tracking Earnings,” Viewing Delivered Earnings Elements, page 100](#)

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”

Earnings and Accumulators

This section discusses how to integrate new earnings elements into Global Payroll for Mexico.

This information helps to ensure that any new element that you create fits into the existing logic and organization of Global Payroll for Mexico and is included in the correct calculations of such things as taxes and Social Security.

To ensure that the new earnings elements that you create are used correctly in other calculations, you must be able to identify the accumulators to which they should contribute, because the value of the accumulated earnings is critical to these other processes. The accumulator elements to which you will add your own elements are the same ones that Global Payroll for Mexico has created for the delivered earnings elements.

Important! You can add new earnings elements only to accumulators for which the ownership category is PS Delivered/Not Maintained. These accumulators are members of other, PeopleSoft maintained, accumulators on which Global Payroll for Mexico bases all of its formulas and calculations.

If you must define earnings that are partially nontaxable, create these three earnings elements:

- One for the total amount of the earnings.
- One for the taxable portion of the earnings.
- One for the nontaxable portion of the earnings.

Make the earnings representing the total amount a member of the TOTAL PERCEPCION N accumulator, the earnings representing the taxable portion a member of the TOTAL PERC GRAVA accumulator, and the earnings representing the nontaxable portion a member of the TOTAL PERC EXENT N accumulator. Use the Earnings/Deductions SOVRs page to define the tax method that is used to calculate the earnings representing the taxable portion.

This table lists the most relevant accumulators that are delivered by Global Payroll for Mexico and that are used for federal tax purposes.

Accumulator	Description
BASE ISR	Taxable base
GRAVADO ANUAL	Yearly taxable
GRAVADO ANUAL N	Yearly taxable not maintained
GRAVADO MENSUAL	Monthly taxable
GRAVADO MENSUAL N	Monthly taxable not maintained

Accumulator	Description
ISR RETENIDO	Total ISR withheld
NETO	Net pay
TOTAL DEDUCCIONES	Total deductions
TOTAL DEDUCCION N	Total deductions not maintained
TOTAL PERC EXENT	Nontaxable total earnings
TOTAL PERC EXENT N	Nontaxable total earnings not maintained
TOTAL PERC GRAVAD	Taxable total earnings
TOTAL PERC GRAVA N	Taxable total earnings not maintained
TOTAL PERCEPCIONES	Gross pay
TOTAL PERCEPCION N	Gross pay not maintained

See Also

[Chapter 4, “Defining Earnings,” Setting Up Frequently Used Supporting Element Overrides, page 48](#)

Running the PTU (Profit Sharing) Process

This section discusses how to run the PTU process.

Page Used to Run the PTU Process

Page Name	Object Name	Navigation	Usage
PTU Process	GPMX_RC_PTU001	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Calculate PTU - Profit Share MEX, PTU Process	Run the PTU process.

Running the PTU Process

Access the PTU Process page.

PTU Process

Run Control ID: vic [Report Manager](#) [Process Monitor](#) **Run**

PTU Process

*Date: 01/01/2005 ☐ Clear Data

*Company: KYF

*Year: 2004

Calendar ID's

*Active Payees: GYRUMACTIVE

*Inactive Payees: GYRUMINACTIVE

PTU Process page

The PTU process generates two instances of positive input: one for the PTU IMP SAL element, and the other for the PTU IMP DIAS element. The PTU process also calculates the Day Factor and Salary Factor values that will be inserted in the PTU Setup page.

PTU Process

Enter the date, company, and year for which you want to run the process.

Clear Data

If you select this check box, the system will delete previously loaded data. If you clear this check box, the PTU process will load new data into the Calendar IDs for active and inactive payees.

Calendar ID's

Active Payees

Enter the calendar ID of the active payees to process. The electronic file transfer (EFT) for active payees will be as usual.

Inactive Payees

Enter the calendar ID of the inactive payees to process. The most common way to pay inactive payees is on an individual basis. Once the PTU process is executed, you can create a Period ID, Calendar ID, and Calendar Group ID to run the payroll process.

Setting Up the Coupons Interface

This section discusses how to define the coupons interface.

Note. After you've sent the flat file to the coupon provider, you can also generate a printed report of coupons.

Page Used to Set Up the Coupons Interface

Page Name	Object Name	Navigation	Usage
Coupons Interface	GPMX_COUPONS_INT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Create Coupons Interface MEX, Coupons Interface	Define the coupons interface. If you provide your employees with restaurant, food, or gas coupons, use this page to send flat files to the coupon provider with information about your company and the coupon elements (earnings) that you have defined.

Defining the Coupons Interface

Access the Coupons Interface page.

Coupons Interface page

Coupons Interface Parameters

Provider	Select either Accor or SODEXHO as the coupon provider.
Coupon Type	Select the type of coupon for which you are generating the data file. Values are Restaurant , Food , and Gas.
Calendar Group ID	Select the calendar group ID for which you want to generate the flat file.
Company	Select your company.

Customer ID	Enter your customer ID. This field appears only if the coupon provider is Accor. (Accor should provide this ID.)
Branch ID	Enter the Branch ID of the coupon provider. This field appears only if the coupon provider is SODEXHO. (SODEXHO should provide this ID.)
File Name	Displays a default file name and the mandatory file type for Accor or SODEXHO (depending on the provider that you select). You can enter any file name. The file type is set by the coupon provider.

Earnings

Element Name	Enter the earnings that include the amount of the restaurant, food, or gas coupons. You can enter multiple earnings.
---------------------	--

Using Batch Positive Input

This section provides an overview of batch positive input and discusses how to load a batch positive input.

Understanding Batch Positive Input

You can use batch positive input to reduce time-consuming data entry in Global Payroll for Mexico. Batch positive input can be used for earnings or deductions.

For example, you could enter and trigger bonuses for all of your employees using batch positive input, or you could trigger mass deductions. Suppose that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

Page Used for Batch Positive Input

Page Name	Object Name	Navigation	Usage
Batch Positive Input	GPMX_PI_BATCH	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Pos Input via Batch MEX, Batch Positive Input	Load batch positive input.

Loading Batch Positive Input

Access the Batch Positive Input page.

Batch Positive Input

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Batch Positive Input

☐ Clear Data

Pay Group: KY MENSUAL

Calendar ID: KY SDI FIJO

Batch Code: BATCH

Input Directory: \\server_x\bp\earnings.txt

Output Directory: \\server_x\bp\earn_bpi.log

Batch Positive Input page

- Clear Data** If you select this check box, the system will delete previously loaded data. If you clear this check box, the batch process will load new data into the Positive Input tables for payroll purposes.
- Pay Group** Enter the pay group for which you want to load batch positive input.
- Calendar ID** Enter the calendar ID for the pay group that you identified in the Pay Group field.
- Batch Code** Enter the batch code ID that identifies all of the transactions contained in the flat file. This field enables you to delete information loaded by mistake, because it serves as the identifier of that information.
- Input Directory** Specify the location of the flat file containing the batch positive input (flat file directory).
- Output Directory** If the batch process finds errors, it generates a log file containing the errors. Use this field to specify where the system should place the error log (error log directory).

Flat File Layout for Batch Positive Input

When you create flat files for the batch positive input process, reproduce this file definition:

Field	Initial Position	Length
EMPLID	1	11
EMPL_RCD	12	3
PIN_NM	15	18

Field	Initial Position	Length
GP_UNIT	33	20
GP_AMT	53	20
GP_RATE	73	20
GP_PCT	93	11
PC_BASE	104	20
DEPTID	124	10
JOBCODE	134	6

Here's an example of a flat file:

Field	Example
EMPLID	GY0045
EMPL_RCD	0
PIN_NM	COMISIONES
GP_UNIT	12.58
GP_AMT	11.36
GP_RATE	10
GP_PCT	1.3
GP_BASE	25.36
DEPTID	KY000
JOBCODE	KY001

Note. This flat file definition applies to both earnings and deductions that you load using batch positive input.

See Also

Appendix A, “Global Payroll for Mexico Reports,” page 219

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Working with Positive Input”

Running Earnings Reports

This section discusses how to run earnings reports.

Pages Used to Run Earnings Reports

Page Name	Object Name	Navigation	Usage
Balances Report	GPMX_RC_ACCUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Balances MEX, Balances Report	Provides a monthly summary of all the accumulator members of the earnings total accumulator and the deductions total accumulator.
Christmas Bonus	GPMX_RC_XMAS01	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ANN - Christmas Bonus MEX, Christmas Bonus	Details the Christmas bonus amounts and taxes.
Coupons Interface	GPMX_COUPONS_INT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Create Coupons Interface MEX, Coupons Interface	Creates a flat file and a printed report of coupons. The flat file is transferred to the provider, which could be either Accor or SODEXHO.
Payroll Results Register	GPMX_RC_PAYRSL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register MEX, Payroll Results Register	Summarizes the payroll results.
PTU Reports	GPMX_PTU	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ANN - PTU - Profit-Share MEX, PTU Reports	You can run four different reports from the PTU Reports run control page, including reports for eligible payees, ineligible payees, projects, and unpaid payees. You can select these reports individually or run all four of them together.

See Also

Appendix A, “Global Payroll for Mexico Reports,” page 219

Running the Payroll Results Register Report

Access the Payroll Results Register Report page.

The Payroll Results Register report contains all payroll information, such as earnings, deductions, and gross and net results for each selected employee. Payroll information to be printed depends on the format ID. The employee information to be printed depends on the calendar group ID, pay groups, and employee parameters that are selected.

Before you run the Payroll Results Register report, you'll need to enter the earnings and deductions that are eligible to print on a payslip on the Format ID page.

Note. The Format ID page is discussed in another chapter in this PeopleBook.

See Also

Chapter 3, “Defining Country Data,” Defining Element Lists, page 35

Viewing Delivered Earnings Elements

This section discusses:

- Delivered earnings (by earnings type).
- Delivered earnings process lists and sections.

Note. The earnings elements for Mexico are defined as PS Delivered/Not Maintained. Therefore, you can modify these elements to fit your needs, and when necessary, create your own earnings using the delivered elements as your guide.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”

Delivered Earnings (By Earnings Type)

This section discusses delivered earnings (by earnings type). The earnings types are:

- Produced units (*Destajos*).
- Seniority-based.
- Bonuses and commissions.
- Sunday premium.
- Salary.
- Average salary.
- Savings fund.
- Food coupons.
- Seventh day.
- PTU.

- Vacation premiums and Christmas bonuses.
- Social benefits (*Previsión Social*).

Produced Units (*Destajos*)

Earnings of the produced units type (*destajos*) depend on the number of units produced. To trigger this type of earnings, use positive input or the Earning/Deduction Assignment page to enter the number of units in the unit component of the C UNI IMP and C UNI U*R elements. This unit value is used in the calculation of these earnings:

- UNI PRO IMP: Returns a fixed amount based on the number of produced units.
- UNI PRODUC: Calculates an amount based on the number of units and the rate per unit.

The delivered earnings for produced units include:

Earnings	Description
UNI PRO IMP	This earnings element is used to calculate flat amounts based on units produced and is assigned a value by the formula PE FM U PRO I F. To calculate these earnings, the PE FM U PRO I F executes the bracket element PE BR TARIFA X UNI, which returns the correct amount depending on the number of units (the number of units is the search key in the bracket and the amount is the lookup value). For example, this earnings element could be used to calculate the correct flat amount for an employee who earns 100 for selling 500 units, 600 for selling 2000 units, 700 for selling 3000 units, and so forth. Note. The units used in the search key of the bracket PE BR TARIFA X UNI must be entered through positive input or on the Earning/Deduction Assignment page for the element C UNI IMP.
UNI PRO U*R	This earnings element is used to calculate amounts based on both units produced and rates per unit and is assigned a value by the PE FM U PRO T X U formula. To calculate this earnings element, the PE FM U PRO T X U formula runs the PE BR TARIFA X UNI bracket element, which contains all of the data needed to calculate an amount based on the number of units and the rate per unit (the number of units is the search key in the bracket and the lookup value is the rate per unit). For example, this earnings element could be used to calculate the correct amount for an employee who earns 0.05 per unit for selling 1000 units, 0.10 for selling 2000 units, 0.15 for selling 3000 units, and so forth. Note. The units used in the search key of the PE BR TARIFA X UNI bracket must be entered through positive input or on the Earning/Deduction Assignment page for the C UNI U*R element.

Seniority-Based Earnings

Seniority-based earnings are contingent upon the number of years of service (or seniority) at the time of processing (the period end date). Depending on the seniority level, various components of these earnings—for example, percentages, calculation bases, or amounts—could change.

The delivered seniority-based earnings include:

Earnings	Description
ANTIG %	The calculation rule for this earnings element is Base $\times$ Percent, in which the base is a flat amount, and the percent is returned by the PE FM PER B ANT % formula. To determine the correct percentage (at the time of calculation), the PE FM PER B ANT % formula runs the GN BR BASADA bracket, which returns the percent for each seniority range (the seniority range is the search key and the percent is the lookup value). For example, you can use this element to calculate seniority earnings for employees who receive 50 percent of a flat amount of 10,000 after one year of service, 75 percent of the same amount after three years of service, and so forth.
ANTIG DIAS	The calculation rule for this earnings element is Rate $\times$ Unit, in which the rate is a daily rate (contained in the DAILY RT system element) and the PE FM PER B ANT I formula returns the unit (number of days to pay). To determine the units to apply (at the time of calculation), the PE FM PER B ANT I formula runs the GN BR BASADA ANTIG bracket, which returns the number of days for each seniority range (seniority is the search key and the number of days to pay is the lookup value). For example, you can use this element to calculate seniority earnings for employees who receive three days at a daily rate of 600 after one year of service, seven days at this rate after three years of service, and so forth. Note. The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Increasing the Workforce”.
ANTIG IMP P	This earnings element has a calculation rule of Amount, in which the PE FM PER B ANT I formula returns the amount. To determine the correct amount to use (at the time of calculation), the formula runs the GN BR BASADA ANTIG bracket, which contains the amounts that apply to each seniority range. For example, you can use this earnings element to calculate the correct amount for employees who receive 1000 after one year of service, 2000 after three years of service, and so forth.

Bonuses and Commissions

The delivered earnings for bonuses and commissions include:

Earnings	Description
BONO	The calculation rule for this earnings element is $\text{Rate} \times \text{Unit}$, and the unit component must be entered by positive input. If no positive input exists for a payee, the earnings are not calculated. Note. The rate component of this earnings element comes from the DAILY RT system element and is calculated on the Job Data pages based on the pay components that you enter. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Increasing the Workforce”.
COMISIONES	This earnings element has a calculation rule of Amount, in which the amount is entered by positive input. If there is no positive input for a payee, the earnings are not calculated.

Sunday Premium

Sunday premiums are based on the number of Sundays that each payee worked. Mexican law requires that each worked Sunday be paid at 125 percent of base salary; the law also says that an amount up to the minimum wage is exempt from taxes for each Sunday worked.

To trigger the calculation of this premium, you must enter—by positive input—the number of worked Sundays in the unit component of the PRIMA DOMIN element (this earnings element has a calculation rule of $\text{Unit} \times \text{Rate} \times \text{Percent}$, with the rate coming from the DAILY RT system element, and the percent defined as 125 percent).

The PRIMA DOMIN element calculates the total Sunday premium without regard to taxes. However because there is a tax exempt and a taxable portion of the Sunday premium, two other earnings have been defined to resolve these: PRIMA DOM EX (tax exempt portion) and PRIMA DOM GR (taxable portion). To trigger the calculation of these last two earnings, enter only the units (Sundays worked) in the unit component of the PRIMA DOMIN element. The system automatically calculates the taxable and nontaxable amounts.

The delivered earnings for the Sunday premium include:

Earnings	Description
PRIMA DOMIN	Use this element to calculate the total amount of the Sunday premium. It has a calculation rule of Unit $\times$ Rate $\times$ Percent, with the rate coming from the DAILY RT system element and the percent defined as 125 percent. Note. The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Increasing the Workforce”.
PRIMA DOM EX	The PE FM PRIMA D EX formula resolves the earnings element. Its function is to calculate the Sunday premium up to the minimum wage amount for each day that you enter.
PRIMA DOM GR	The PE FM PMA DOM GRAV formula resolves the earnings element. For each Sunday worked, it calculates the Sunday premium in excess of the nontaxable minimum wage.

Salary

Global Payroll for Mexico provides three types of salary elements: SUELDO CAL, SUELDO FREC and SUELDO POR H. Each has its own calculation rule.

The delivered earnings for salary include:

Earnings	Description
SUELDO CAL	Use this earnings element to process the most common type of salary element, in which the salary is based on the number of days worked. It has a calculation rule of Unit $\times$ Rate, in which the rate comes from the DAILY RT system element and the PE FM SDO DIAS CAL formula returns the unit that represents the actual number of work days. This formula calculates the number of days based on the period begin and end dates and includes a proration factor that enables it to manage new hires and terminations who work less than a full period. For example, suppose that you have an employee in a monthly payroll with DAILY RT = 50. If the employee was hired on the third day of the month (January), SUELDO CAL is calculated as $50 \times (31 - 2) = 1450$. Note. The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Increasing the Workforce”.

Earnings	Description
SUELDO FREC	The calculation rule for this earnings element is Unit $\times$ Rate, in which the rate comes from the DAILY RT system element and the GN FM SDO DIAS FRE formula returns the unit. This formula calculates the number of days as follows: • Weekly = 7 • Biweekly = 14 • Semimonthly = 15 • Monthly = 30 The formula adjusts to situations in which an employee works less than a full period (terminations and new hires). Note. The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Increasing the Workforce”.
SUELDO POR H	This earnings element calculates the most common type of hourly salary element. It has a calculation rule of Unit $\times$ Rate, in which the rate comes from the HOURLY RT system element and the units (hours) are entered by positive input in each payroll process. Therefore, the system calculates SUEL POR H only for payees who have positive input for these earnings. Note. The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Increasing the Workforce”.

Average Salary

The average salary is a calculation base for other earnings. For example, some companies pay overtime based on the average of the (Daily Rate) + (Bonuses) + (Special Compensation).

The delivered earnings for average salary includes:

Earnings	Description
SALARIO PROM	This earnings element calculates the average salary based on the SP HR SAL PROM historical rule.

Savings Fund

The savings fund is one of the most common benefits that companies in Mexico provide to their employees. It is typically calculated as a percentage of the salary base.

The FDO AHORRO element calculates the basic benefit. However, because there is a tax exempt and a taxable portion of the savings fund, Global Payroll for Mexico delivers two additional elements to resolve these based on the amount of the FDO AHORRO: FDO AHOR EX and FDO AHOR GR elements.

The delivered earnings for the savings fund include:

Earnings	Description
FDO AHORRO	The calculation rule for this earnings element is $\text{Base} \times \text{Percent}$, in which the base is calculated by the PE FM FONDO A EMPL formula and the percent is defined (by way of example) as 13 percent. The PE FM FONDO A EMPL formula calculates the base as follows: $((\text{Calendar Days}) - \text{Absences}) \times (\text{Daily Rate})$. For example, suppose that you have an employee with a daily rate of 300, and the employee is absent for two days in the month (January). In this case, FDO AHORRO is calculated as follows: $(31 - 2) \times 300 \times 13\% = 1,131$. Note. The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Increasing the Workforce”.
FDO AHORR EX	This element holds the nontaxable portion of the savings fund benefit. Its value is calculated by the PE FM TOPE FONDO formula, and is defined as $(13\%) \times (\text{Minimum Wage Zone Salary of Employee}) \times (\text{Worked Days})$.
FDO AHORR GR	This element holds the taxable portion of the savings fund benefit. Its value is calculated by the PE FM FONDO EMP GR formula. The taxable base is defined as the difference between FDO AHORRO and FDO AHORR EX. If the difference is negative, there is no taxable base.

Food Coupons

Food coupons are one of the most common benefits that companies in Mexico provide to their employees. Typically, the coupon is calculated as a percentage of the salary base.

The VALES DESP element calculates the basic benefit. However, because there is a tax exempt and a taxable portion of the food coupon, Global Payroll for Mexico delivers two additional elements to resolve these based on the amount of VALES DESP: VALES DES EX, and VALES DES GR.

The delivered earnings for food coupons include:

Earnings	Description
VALES DESP	The calculation rule for this earnings element is $\text{Base} \times \text{Percent}$, in which the base is calculated by the PE FM VALES DESP formula, and the percentage is defined (by way of example), as 10 percent. The PE FM VALES DESP formula calculates the base as follows: $((\text{Calendar Days}) - \text{Absences}) \times (\text{Daily Rate})$. For example, suppose that you have an employee with a daily rate of 500, and that the employee is absent for four days in the month (January). In this case, VALES DESP is calculated as follows: $(31 - 4) \times 500 \times 10\% = 1,350$. Note. The DAILY RT system element is calculated on the Job Data pages based on the pay components that you enter. See <i>PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce</i>, “Increasing the Workforce”.
VALES DES EX	This element holds the nontaxable portion of the food coupon. Its value is calculated by the PE FM TOP VAL IMP formula.
VALES DES GR	This element holds the taxable portion of the food coupon. Its value is calculated by the PE FM VALES DESP G formula. The taxable base is the difference between VALES DESP and VALES DES EX. If the difference is negative, there is no taxable base.

Seventh Day

This element enables you to calculate seventh day (Sunday) earnings for employees who work six or fewer days in a week.

The delivered seventh day earnings include:

Earnings	Description
SEPTIMO DIA	Using the PE PO SEPT DIA SD O proration element, SEPTIMO DIA resolves an employee's seventh day earnings based on the first day worked in the week. The calculation rule is as follows: $((\text{Period Days} / (\text{Period Days} - \text{Rest Days [Sunday]})) - 1) \times (\text{Daily Salary})$. For example, if the work period is 14 days with 2 rest days, the calculation is as follows: $((14 / 12) - 1) \times (\text{Daily Salary}) = (1.17 - 1) \times (\text{Daily Salary}) = 0.17 \times (\text{Daily Salary})$. Note. To pay seventh day earnings, set this up as part of your pay group parameters.

PTU

The basic profit sharing earnings are calculated by the PTU element. However, because there is a tax exempt and a taxable portion of these earnings, Global Payroll for Mexico delivers two additional elements to resolve these based on the amount of the PTU: PTU EXENTO and PTU GRAVABLE elements.

Note. PTU amounts are calculated based on other earnings that an employee receives. To specify which earnings to include in the calculation of profit sharing, use the PTU Elements/Payees page.

See [Chapter 4, “Defining Earnings,” Identifying PTU Elements and Payees, page 47](#).

The delivered PTU earnings include:

Earnings	Description
PTU	Profit sharing
PTU EXENTO	Nontaxable profit sharing
PTU GRAVABLE	Taxable profit sharing

Vacation Premiums and Christmas Bonuses

Vacation premiums and Christmas bonuses can be based on either the daily rate or the average salary. To set up vacation premiums and Christmas bonuses, use the Xmas, Vac, Premium, SDI Factor page.

See [Chapter 4, “Defining Earnings,” Defining Christmas Bonus Days, Vacation Days, and Vacation Premium Percent, page 43](#).

The delivered earnings for vacation premiums and Christmas bonuses include:

Earnings	Description
AGUINALDO	Christmas bonus
AGUINALDO EX	Nontaxable Christmas bonus
AGUINALDO GR	Taxable Christmas bonus

Social Benefits (*Previsión Social*)

Social benefits (*Previsión social*) are earnings derived from disability subsidies, scholarships for employees and their dependents, child care, sport and cultural activity fees, as well as other benefits given to employees according to the law and labor contracts.

Global Payroll for Mexico delivers three earnings, three formulas, and a section for social benefits.

The delivered earnings for social benefits include:

Earnings	Description
PREV SOCIAL	Use this earning to calculate the total general social benefits. The calculation rule is Amount, with the TOTAL PREV SOCIAL accumulator used as the amount element. All social benefits earnings should be defined as contributing to this accumulator.
PREV SOC EX	Use this earning to calculate nontaxable social benefits. The calculation rule is Amount, with the PS FM PREV SOC EX formula used as the amount element. It compares the daily salary plus PREV SOCIAL against 7 times the minimum wage to identify the nontaxable part of PREV SOCIAL.
PREV SOC GR	Use this earning to calculate taxable social benefits. The calculation rule is Amount, with the PS FM PREV SOC GR formula used as the amount element.

Delivered Earnings Process Lists and Sections

Delivered earnings for Mexico are processed and calculated in different process lists. Most basic earnings are calculated as part of the NOMINA process list and are included in the section called PERCEPCIONES. However, the PERCEPCIONES section recurs in other process lists, and there are numerous other earnings elements—Christmas bonus, termination pay, and so forth—that are processed elsewhere.

This table displays the main process list and sections used to calculate earnings elements for Mexico:

Process List	Section
NOMINA	INICIALIZACION NOM
	SUELDO FRE/CAL/HOR
	TIEMPO EXTRA
	PERCEPCIONES
	PROMEDIO
	VACACIONES NOM
	AGUINALDO SEC
	AUSENTISMO NOM
	SALDO VACACIONES
	LIQ Y FINIQUITOS
	RETRO
	PREVISION SOCIAL
	IMPUESTOS FED
	SEGURO SOCIAL
	SALDOS AJUSTE ISR
	RETRO DEDUCCIONES
	PRESTAMOS
	DESPUES IMPUESTOS
	DEDUCCIONES

Process List	Section
	PROVISIONES
	IMPUESTOS EST
	PIRAMIDADO SEC
	AJUSTE REDONDEO
	FORMATO 37
	AGUINALDO WA

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 12

Defining Deductions

This chapter provides overviews of deductions, provisions, and batch positive input and discusses how to:

- Run deduction and provision reports.
- View delivered deductions.
- View delivered provisions.

Understanding Deductions

This section discusses:

- Deduction types.
- Deductions and accumulators.

Deduction Types

In Mexico, there are different types of deductions:

- Before taxes – reduces the net salary and the taxable gross for federal retention. Examples are maternity leave, tardiness, and sick leave.
- After taxes – reduces the net salary. Examples are savings fund and union contributions.
- Subject to state tax – represents all deductions that are subtracted from the taxable base of the state tax. Examples are disabilities and absences.
- State taxes – each state has its own taxable base.

Note. You define deductions using the Deductions component.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”

Deductions and Accumulators

To ensure that the new deductions you create are used correctly in other calculations, you need to know which accumulators they should contribute to, since the value of the accumulated deductions is critical to these other processes. The accumulators to which you will be adding your deductions are the same ones that Global Payroll for Mexico has created for the delivered deductions. These include:

- Any deduction that you want to contribute to the net pay should be included in the TOTAL DEDUCCION N accumulator.

- Any deduction that you want to subtract the taxable base for federal tax purposes should be included in the BASE ISR accumulator.

Also, each of these deductions should have a supporting element override for the variable FD VR METODO ISR with the corresponding value depending on which tax method you want to affect (113, 142, 148, or 112).

Understanding Provisions

This section discusses:

- Provisions in Mexico.
- Provision definition.
- Provision processing.

Provisions in Mexico

A provision is an accrued expense for a company.

Provisions are generated for two main reasons:

- To cover the earnings financially, so that when your company has to pay this earning, it is prepared to do so.

From a general ledger perspective, each provision is a debt that your company is accruing, and sooner or later, it has to be paid. So, debt accounts are balanced with the use of provisions.

- To keep track of costs.

Although the employee receives his earnings at the end of the year or on his anniversary date, the cost is generated every day that the employee works. Costs can be controlled and distributed accordingly to the real cost generation.

In Global Payroll for Mexico, you can generate three types of provisions:

- Christmas bonus provision.
- Vacation provision.
- Vacation premium provision.

The vacation premium and Christmas bonus are legal earnings that are assigned to an employee on a yearly basis, depending on his seniority. For every day that an employee works, he earns a fraction of these earnings. Even if an employee leaves the company before receiving his bonus, a proportional part of this earning will be paid in his termination pay.

Provision Definition

While Global Payroll for Mexico delivers deductions for the Christmas bonus provision, vacation provision, and vacation premium provision, you can also create your own deductions for other provisions.

To define a provision:

1. Define the provision on the Deductions component.
2. The payroll process will calculate the proportional amounts of the provision for the period corresponding to the actual days worked.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements”

Provision Processing

This section provides an overview of provision calculation and discusses:

- Christmas bonus provisions.
- Vacation provisions.
- Vacation premium provisions.

Provision Calculation

Global Payroll for Mexico delivers deductions that are used to calculate provisions for vacation, vacation premium, and Christmas bonus. All of these provisions are defined as non-taxable for ISR and are not subject to state taxes. These earnings do not affect any other earning, deduction, or accumulator.

The system calculates the proportion of the provision for each pay period in terms of Actual Worked Days for an employee. Every time a regular payroll process is run, the system determines the corresponding quantities of provisions for vacation, vacation premium, and Christmas bonus according to the procedures detailed below.

Christmas Bonus Provisions

To determine the corresponding amount of the Christmas bonus provision, this formula is used:

(Days of Christmas bonus according to seniority/365 days * Worked days in the period) * (Salary type)

Here's an example:

- Days of Christmas bonus = 25
- Worked days in a period = 15
- Daily salary = 100.00

The formula calculates the corresponding amount of the Christmas bonus provision as:

$$(25/365 * 15) * 100.00 = 102.74$$

Note. An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the Christmas bonus provision. Global Payroll for Mexico delivers the provision calculation using the daily salary. Seniority has to be calculated to the date of the Christmas bonus payment, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as a Christmas bonus in December. By law, this date is no later than December 20.

The Christmas bonus provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

Vacation Provisions

To determine the corresponding amount of the vacation provision, this formula is used:

(Number of days according to the vacation table/365 days * Worked days in the period) * (Salary type)

Here's an example:

- Vacation days = 25
- Days worked in a period = 15
- Daily salary = 100.00

The formula calculates the corresponding amount of the vacation provision as:

$$(25/365 * 15) * 100.00 = 102.74$$

Note. An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the vacation provision. Global Payroll for Mexico delivers the provision calculation using the daily salary. Seniority has to be calculated to the date of the next anniversary, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as vacation on the date that the employee earns the entitlement.

The vacation provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

Vacation Premium Provisions

To determine the corresponding amount of the vacation premium provision, this formula is used:

(Number of days according to the vacation table/365 days * Worked days in a period) * (Percentage of vacation premium) * (Salary type)

Here's an example:

- Days of vacation = 20
- Days worked in a period = 15
- Daily salary = 100.00
- Vacation premium percent = 25%

The formula calculates the corresponding amount of the vacation premium provision as:

$$((20/365 * 15) * (25\%)) * 100.00 = 20.55$$

Note. An employee's salary can be taken from either his daily salary rate or any average salary. You can choose which salary type you want to use in calculating the vacation premium provision. Global Payroll for Mexico delivers the provision calculation using the daily salary. Seniority has to be calculated to the date of the next anniversary, not to the processing date, nor the period begin or end date. Otherwise, the provision will not be accurate. The provision has to reflect the payment that the employee is going to receive as vacation on the date that the employee earns the entitlement.

The vacation premium provision will not be included in the NET accumulator (TOTAL NETO), since this deduction won't be deducted from the employee.

Note. You can generate a provisions report in Global Payroll for Mexico.

See Also

[Chapter 12, "Defining Deductions," Viewing Delivered Provisions, page 122](#)

[Appendix A, "Global Payroll for Mexico Reports," page 219](#)

Understanding Batch Positive Input

You can use batch positive input to reduce time-consuming data entry in Global Payroll for Mexico. Batch positive input can be used for earnings or deductions.

For example, you could enter and trigger bonuses for all of your employees using batch positive input, or you could trigger mass deductions. Suppose that an employer has an agreement with a cell phone company to provide half the employee population with a 50 percent discount rate on calls. Instead of entering each of the monthly cell phone invoices (deductions) for each employee, the cell phone company could generate a flat file with a layout that loads this invoice information using a batch process.

Note. Setting up the flat file for batch positive input is discussed in another chapter in this PeopleBook.

See Also

[Chapter 11, “Tracking Earnings,” page 91](#)

Running Deduction and Provision Reports

This section discusses how to run deduction and provision reports.

Pages Used to Run Deduction and Provision Reports

Page Name	Object Name	Navigation	Usage
Balances Report	GPMX_RC_ACCUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Balances MEX, Balances Report	Provides a monthly summary of all the accumulator members of the earnings total accumulator and the deductions total accumulator.
Provisions Report	GPMX_RC_PROV	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Provisions MEX, Provisions Report	Summarizes all provisions, including vacation, vacation premium, and Christmas bonus. This report has two options: with or without detail.

See Also

[Appendix A, “Global Payroll for Mexico Reports,” page 219](#)

Viewing Delivered Deductions

This section discusses:

- Delivered deductions.

- Delivered deduction process lists and sections.

Note. The deduction elements for Mexico are defined as PeopleSoft Delivered/Not Maintained. This means that you can modify these elements to fit your needs, and when necessary, create your own earnings using the delivered elements as your guide.

Delivered Deductions

This table lists the delivered deductions for Mexico:

Deductions	Description
AYU DEFUNC	Death allowance
SEGURO MEDIC	Medical insurance
SEGURO VIDA	Life insurance
COMEDOR	Cafeteria deduction
FDO AHOR EMP	Savings fund employee contribution
FDO AHOR EMT	Savings fund employee capped contribution
FDO AHOR CIA	Savings fund employer contribution
FDO AHOR C T	Savings fund employer capped contribution
VALES COMIDA	Food coupons deduction
PROV PMA VAC	Vacation premium provision
PROV VACAC	Vacation provision
PROV AGUIN	Christmas bonus provision
ANTIG PORCEN	Seniority based deduction - Percent
AJUST REDOND	Seniority based deduction - Amount
CUOTA SINDIC	Union dues

Deductions	Description
ANTIG IMPORT	Seniority based deduction - Amount
PRESTAMO CIA	Company loans
FALTANTE CAJ	Cashier difference
CRED INFONAV	INFONAVIT loan
PENSION ALIM	Garnishment
PRES FONACOT	FONACOT loans

Delivered Deduction Process Lists and Sections

In Global Payroll for Mexico, deductions are processed and calculated within different process lists. Most deductions are calculated as part of the NOMINA process list, and are included in the section called DEDUCCIONES. However, the DEDUCCIONES section recurs in other process lists and there are numerous other deduction elements, such as termination pay, that are processed elsewhere.

This table lists the main process list and sections used to calculate deduction elements for Mexico.

Process List	Section
NOMINA	DEDUCCIONES
	PRESTAMOS
	IMPUESTOS EST
	IMPUESTOS FED
	SEGURO SOCIAL
	DESPUES IMPUESTOS
	AUSENTISMO NOM

Note. A complete list of delivered process lists and sections used to calculate deductions and other elements can be found previously in this PeopleBook.

See Also

Chapter 3, “Defining Country Data,” page 21

Viewing Delivered Provisions

This table lists the provision deductions for Mexico:

Deduction	Description
PROV PMA VAC	Vacation premium provision
PROV AGUIN	Christmas bonus provision
PROV VACAC	Vacation provision

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 13

Tracking Loans

This chapter provides an overview of loans in Mexico and discusses how to:

- Define loans.
- Assign loans.
- Create deduction assignments for loan schedules.
- Calculate loan payments.
- Run loan reports.
- View delivered loan elements.

Understanding Loans in Mexico

In Mexico, there are different types of loans:

- Company loans — given to an employee by the company.
- *Faltante de Caja* loans.

A *Faltante de Caja* loan (cashier loan) occurs in the retail sector. When the cash register balance does not match between the existing cash and the cash reported, the cashier must replace the missing amount. This can be done with a loan.

- INFONAVIT loans — given for purchasing housing.
- FONACOT loans — given for purchasing appliances, such as refrigerators.

Defining Loans

To define loan parameters, use the Loans Parameters MEX (GPMX_LOAN_PARM) component.

This section provides an overview of loan definition and discusses how to define loan parameters.

Understanding Loan Definition

In order to define and process loans, you must:

1. Define loan parameters on the Loans Parameters MEX page.
2. Assign loans and repayment schedules on the Loan Assignment page.

Both of these pages are discussed in this chapter.

Page Used to Define Loan Parameters

Page Name	Object Name	Navigation	Usage
Loans Parameters MEX	GPMX_LOAN_PARM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Loans, Loans Parameters MEX, Loans Parameters MEX	Define parameters for common types of loans.

Defining Loan Parameters

Access the Loans Parameters MEX page.

Loans Parameters MEX

Data						
Customize Find View All First 1-4 of 4 Last						
	Deduction		Accumulator Name		Arrears Name	
1	PRESTAMO CIA		PAGO PRESTAMO CIA		PRESTAMO CIA_ATR	
2	FALTANTE CAJ		PAGO PRESTAMO CAJA		FALTANTE CAJ_ATR	
3	CRED INFONAV		PAGO PRESTAMO INFO		CRED INFONAV_ATR	
4	PRES FONACOT		PAGO PRESTAMO FONA		PRES FONACOT_ATR	

Loans Parameters MEX page

Data

Deduction	Select the deduction element that corresponds to the loan type.
Accumulator Name	Select the accumulator element that corresponds to the loan type. This accumulator is used to control loan payments.
Arrears Name	Select the accumulator element that corresponds to the loan type. This accumulator is used to control loan arrears.

Assigning Loans

This section discusses how to define loan assignments.

Page Used to Define Loan Assignments

Page Name	Object Name	Navigation	Usage
Loan Assignment	GPMX_LOAN	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Loans MEX, Loan Assignment	Define loan assignment information and a repayment schedule for payee.

Defining Loan Assignments

Access the Loan Assignment page.

Loan Assignment

Employee ID: KY0001 Name: Jorge Luis De La Peña Martínez López Empl Rcd Nbr: 0

Loan Definition Find | View All First 1 of 1 Last

Element Name: PRESTAMO CIA Loan Type: PAGOS

*Loan Number: 08887745 *Date: 11/02/2004

Instance Number: 1

*Total Amount: 150000.000000 Payment Type: Amount

Loan Schedule Setup

Periods: 10 Or Amount: Begin Date: 01/01/2005 Frequency: Create Schedule

Loan Schedule Customize | Find First 1 of 1 Last

	*Begin Date	End Date	Payment Amount
1	01/01/2005	10/31/2005	15000.000000

Loan Assignment page

Loan Definition

Element Name

Select the element name that corresponds to the loan.

Loan Type

Displays the loan type. The system considers only deductions with a category of “PR” (loans), which are defined in the Category field on the Deduction Name page. Four types of loans have been defined in Customer Fields on the Deduction Name page:

INFONAVIT – for INFONAVIT loans

PAGOS – for company loans

FONACOT – for FONACOT loans

FALT.CAJA – for cashier loans

Loan Number

Enter the loan number.

Date

Enter the date on which the loan was given.

Instance Number	This field is automatically populated by the system. The sequence is established by payee and loan type , and allows the system to assign more than one loan of the same type to a payee.
Total Amount	Enter the total amount of the loan.
Payment Type	Select the payment type: <i>Amount</i> , <i>Percentage</i> or <i>x Minimum</i> . The Payment Type field applies only to INFONAVIT loans and refers to the type of loan that was originally granted. If an <i>Amount</i> loan was granted, then a flat amount will be discounted each period from the employee's payslip. If a <i>Percentage</i> loan was granted, you must enter the percentage that is to be discounted in the Infonavit % field. If a <i>x Minimum</i> loan was granted, you must enter the number of minimum wages that is to be discounted on the x Min Wages field.
Note. Depending on the value you select in the Payment Type field, different fields appear in the Loan Schedule group box.	

Loan Schedule Setup

Periods	If the loan will be repaid over a period of time, you'll specify the number of periods here. If you don't know the fixed amount of a loan payment, but you know the number of periods required to discount the total amount, then you can generate your loan schedule based on the number of periods. In other words, you will define either the Periods field or the Amount field, but not both.
Amount	If the loan is a fixed amount (for a one-time repayment), enter the amount here. If you don't know the total number of periods required to discount the total amount, but you know the discount to take off each period, then you can generate your loan schedule based on the number of periods to determine the payment amount each period.
Begin Date	Enter the date on which the loan repayment begins. The begin date must be after the loan date.
Frequency	Specify the frequency of the loan repayment. Values are <i>Biweekly</i> , <i>Monthly</i> , <i>Semimonthly</i> , and <i>Weekly</i> .
Create Schedule	If you selected a Company Loan (PAGOS) or a FONACOT Loan (PRES FONACOT), click the Create Schedule button. When you click Create Schedule, the loan schedule is automatically created in one row indicating Begin Date, End Date and Payment Amount.

Loan Schedule

Begin Date/End Date	Enter the begin and end dates for the period of time on which the payment amount is valid.
Payment Amount	If you selected <i>Amount</i> in the Payment Type field, the Payment Amount field appears. Enter the flat amount that is to be deducted from an employee's payslip.
x Min Wages (times minimum wages)	If you selected <i>X Minimum</i> in the Payment Type field, the x Min Wages field appears. Enter the number of minimum wages that will be the payment for each period.

Infonavit % (percentage)

If you selected *Percentage* in the Payment Type field, the Infonavit % field appears. Enter the percentage that is to be deducted from an employee's payslip. Typically, this is 20%, 25%, or 30%. If the loan was granted before January 30, 1998, the system looks up the value on the INFONAVIT Loans Percentage page and retrieves the corresponding discount. Otherwise, it will discount the percentage entered. For example, let's say that an employee has a loan granted on January 1, 1997 with a 20% discount, an SDI of 100, and a minimum daily salary of 42.15 MXN. The number of times the minimum wage that the employee's salary is will be calculated as $100/42.15 = 2.3724792$. When the system is processing the loan data, it looks up the value entered on the INFONAVIT Loans Percentage page and sees that the number of times the minimum wage of 2.37 for a loan at 20% has a discount of 15.70%.

See [Chapter 5, "Defining Social Security Contributions," Defining Payback Rates, page 56](#).

Creating Deduction Assignments for Loan Schedules

This section provides an overview of deduction assignments and discusses how to define deduction assignments by positive input by loan type.

Understanding Deduction Assignments

After you define a loan schedule, the system creates a deduction assignment for each loan schedule. This is performed by a component interface. The process creates a link to the Element Assignment By Payee page using the following supporting elements.

Note. Make sure that each loan deduction you are using has a component reference name HC_GPMX_LOAN_GBL defined for it. You can define a component reference name for a loan deduction on the Earning Deduction page. You can find this page in Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Configuration by Element, Earning Deduction.

Field	Variable
Loan Number	PR VR NUM PRESTAMO
Total Amount	PR VR MONTO TOTAL
Date	PR VR FECHA
Payment Amount	PR VR PAGO
Infonavit % (only for INFONAVIT loans)	PR VR % INFONAVIT
Times Minimum Wage	PR VR # SAL MIN

All of these variables are used by the process to keep track of each loan balance separately. These variables are also used to calculate the deduction for each loan.

Note. Remember to define the variables listed in the table above when entering your loans outside of Loan Assignments.

Defining Deduction Assignments by Positive Input by Loan Type

This section outlines what you need to define in the deduction assignment for each loan type. You define deduction assignments on the Positive Input page in the core application.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Working with Positive Input”.

Company Loans

The loan number, total amount, loan date, and payment amount must be defined on the Positive Input page.

Faltante de Caja

The loan number, loan date, and total amount must be defined on the Positive Input page. The legal ceiling is calculated to determine the monthly payment. The legal ceiling is based on the monthly salary wage zone.

INFONAVIT Loans

The loan number, loan date, total amount, and either percentage, payment amount, or number of minimum wages must be defined on the Positive Input page.

There are three different types of INFONAVIT loans:

- By Percentage.
- By Amount.
- By x Minimum Wages.

To calculate By Percentage loans:

1. Determine the initial SDI for the employee (bimonthly).
2. Calculate the payment based on the number of minimum wage zone salaries and the loan percentage.
3. Return the minimum between the payment and balance amount.

To calculate By Amount loans, find the minimum between the loan payment and the balance amount.

To calculate By x Minimum Wages loans, find the minimum between the Minimum Wage x Minimum Wage number and the balance amount.

FONACOT Loans

The loan number, loan date, total amount, and payment must be defined on the Positive Input page.

You'll prorate the payment between the monthly days in the period and multiply this factor by the worked days.

See Also

Chapter 5, “Defining Social Security Contributions,” Defining Payback Rates for INFONAVIT Loans, page 55

Calculating Loan Payments

This section provides an overview of system elements for loan payment calculation and discusses how to calculate the different loan types.

Understanding System Elements for Loan Payment Calculation

There are several formulas and system elements to calculate loan payments.

Elements	Description
PR FM TOPE CAJA	The maximum discount per pay period
MONTHLY RT	Monthly rate
PS VR SAL MIN MES	Monthly minimum salary for the zone
PR VR MONTO TOTAL	Total loan amount
PR FM PAGO CIA	Company loan payment
PR FM PAGO CAJA	Cashier loan payment
PR FM PAGO INF	INFONAVIT payment
PR FM PAGO FONACOT	FONACOT loan payment

Calculating the Different Loan Types

This section discusses how to calculate the different loan types.

Company Loans

When an employee has one company loan, a loan payment amount is determined and deducted from the employee's pay regularly as agreed upon by the company and the employee.

When an employee has more than one company loan, payment numbers are assigned to each loan and each loan has a separate cash balance.

Number	Loan Amount	Monthly Payment	Cash Balance
Payment number	Loan Balance	If the loan balance is lower than what you defined, then the monthly payment is equal to the loan balance; else the monthly payment is as defined by you.	Loan amount – Monthly payments

Faltante de Caja

You'll define these parameters in the system:

Number	<i>Faltante de Caja</i>	Legal Ceiling	Operator	Cash Balance	Monthly Payment
Payment number	Cash balance + new <i>Faltante de Caja</i>	(Monthly salary – Monthly wage zone) * 30 %	<i>Faltante de Caja</i> < or > legal ceiling	<i>Faltante de Caja</i> – Monthly payments	If <i>Faltante de Caja</i> < legal ceiling, then monthly payment = <i>Faltante de Caja</i> ; else, if legal ceiling > 0, then monthly payment = legal ceiling; else = 0.

INFONAVIT Loans

Employees can repay INFONAVIT loans in several ways:

- Fixed amount – a monthly fixed amount will be deducted from the employee's pay.
- Percentage – depending on the original loan agreement, 20%, 25%, or 30% of an employee's pay will be deducted.
- Number of times the minimum wages – the number of times the minimum wage that is to be deducted from an employee's pay is defined.

You'll define your loan payment option on the Loan Assignment page.

FONACOT Loans

The system automatically sets the Payment Type as Amount and the frequency for FONACOT loans as monthly. The payment is calculated as follows:

$$\text{Payment} = (\text{Monthly payment} / 30) * (\text{Days in the period} - \text{Absences})$$

The days in the period are taken depending on the period frequency, for example, monthly (30 days), semimonthly (15 days), biweekly (14 days), and weekly (7 days).

Running Loan Reports

This section discusses how to run loan reports.

Pages Used to Run Loan Reports

Page Name	Object Name	Navigation	Usage
Loans by Calendar	GPMX_RC_LOANS_CAL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Loans by Calendar MEX, Loans by Calendar	Lists all loans by Calendar Group ID.
Loans Payee	GPMX_RC_LOANS_PYE	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Loans MEX, Loans Payee	Lists all loans by payee.

See Also

[Appendix A, “Global Payroll for Mexico Reports,” page 219](#)

Viewing Delivered Loan Elements

Global Payroll for Mexico delivers these loan deductions:

Deduction	Description
PRESTAMO CIA	Company loans
FALTANTE CAJ	Cashier loans
PRES FONACOT	FONACOT loans
CRED INFONAV	INFONAVIT loans

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

CHAPTER 14

Updating Social Security Contributions

This chapter provides an overview of social security processing and discusses how to:

- View and update SDI wage data for payees.
- Process mass SDI changes.
- Generate IMSS notices.
- Run the SDI batch processes.
- Run social security reports.
- View delivered social security elements.

See Also

[Chapter 5, “Defining Social Security Contributions,” page 53](#)

Understanding Social Security Processing

SDI (*Salario Diario Integrado*) represents the base salary that is used for social security calculations, including contributions to social security and INFONAVIT loan paybacks. It consists of:

- Fixed SDI, which is the payee’s daily rate plus *Aguinaldo* (Christmas bonus), vacation premium, food coupons, or any other benefits the payee receives regularly.
- Variable SDI, which includes benefits that vary from one pay period to another, such as Sunday premium, triple overtime, and commissions.

The process for defining and updating social security contributions in Mexico consists of these steps:

1. (Optional) Update the social security contribution table and the repayment of INFONAVIT loans table.

Global Payroll for Mexico delivers rules that compute fixed and variable SDI for payees and calculate deductions for social security and repayment of INFONAVIT loans. The calculations are based on tables that contain rates and ceilings. We deliver the data for these tables initially, but you must keep the tables current.

Note. You can update the social security contribution table on the Social Security Quotas page. You can define the repayment of INFONAVIT loans on the INFONAVIT Loans % page. Both pages are discussed in another chapter in this PeopleBook.

See [Chapter 5, “Defining Social Security Contributions,” page 53](#).

2. View and update SDI wage data for payees on the Payee SDI Data page.

3. Select additional elements that contribute to fixed SDI and define the integration parameters for these elements on the Fixed SDI page.
4. Define Variable SDI for a pay group on the Variable SDI page.

Note. Before you can run the Variable SDI process, you must define Variable SDI for a pay group by selecting the earnings, accumulators, and formulas used in the Variable SDI process. The Variable SDI page is discussed in another chapter in this PeopleBook.

See [Chapter 5, “Defining Social Security Contributions,” page 53](#).

5. Run SDI processes to calculate new SDI amounts when certain events or changes occur, such as employee anniversaries, or at the end of two months, if variable earnings are paid. The two SDI processes are:
 - SDI by Anniversary and SMG (SDI FIJO).
 - Variable SDI (SDI VARIABLE).

Social Security Reports

Global Payroll for Mexico generates several reports for social security. It also provides the two interfaces that are required for paying social security contributions through the *Sistema Unico de Autodeterminacion* (SUA). SUA is the software that the Social Security Institute provides to calculate all employer and payee quotas.

Note. In Mexico, “social security quota” is used to refer to social security contributions.

Viewing and Updating SDI Wage Data for Payees

This section provides an overview of updates to SDI wage data and discusses how to view and update a payee’s SDI wage data.

Understanding Updates to SDI Wage Data

The system automatically creates a new row of SDI data for a payee when:

- A payee is hired, terminated, or has a salary change.
- The Fixed or Variable SDI process is run and the system detects a change to SDI.

The SUA interfaces generate two flat files (one with payee data and one with transactions). The SUA system loads these files via a batch process and generates the payee and employer quotas every two months.

Then the employer calculates the corresponding quotas that need to be paid bimonthly and the quotas that are reported every two months. This is done with the SUA software. Once the quotas are calculated, the employer has to pay the corresponding amount to the bank.

You can view events that have caused changes to a payee’s SDI data. You can also override a payee’s Fixed SDI amount.

Page Used to View and Update SDI Wage Data

Page Name	Object Name	Navigation	Usage
Payee SDI Data	GPMX_SDI_DATA	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain SDI Data MEX, Payee SDI Data	View a payee's SDI data and override the Fixed SDI amount.

Viewing and Updating a Payee's SDI Wage Data

Access the Payee SDI Data page.

Payee SDI Data

Employee ID: KY0001 **Name:** Jorge Luis De La Peña Martínez López **Empl Rcd Nbr:** 0

Detail Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2004 **Sequence number:** 1

IMSS / SAR

Minimum Wage A Zone:	45.24	Minimum Wage Empl. Zone:	45.24
Ceiling Days Matern & Illness:	25.00	Ceiling Days Disab & Life:	21.00
Max Ceiling Matern & Illness:	1131.00	Max Ceiling Disab & Life:	950.04
Fixed SDI:	2323.29	SDI Factor:	1.161644
Variable SDI:	0.00	Total SDI:	2323.29
Difference SMG and Daily Rate:	0.00		

Action / Reason

Action: Data Change **FIX** **MX - Fix SDI**

IMSS Notice: Salary Change **SUA Reason:** Salary Change

Payee SDI Data page

IMSS/SAR

Minimum Wage A Zone

Displays the daily minimum wage for wage zone A, as defined on the Minimum Wages page.

Minimum Wage Empl Zone (minimum wage employee zone)

Displays the daily minimum wage for the employee's zone.
(The employee's wage zone is determined by the establishment that is associated with the employee's location.)

Ceiling Days Matern & Illness (ceiling days maternity and illness)

Displays the ceiling days that apply to social security contributions for maternity and illness. This number comes from the EYMPD row on the Social Security Quotas page.

Ceiling Days Disab & Life (ceiling days disability and life)

Displays the ceiling days that apply to social security contributions for disability and life. This number comes from the IYV row on the Social Security Quotas page.

Max Ceiling Matern & Illness (maximum ceiling maternity and illness)	Displays the maximum contribution base that the payee can have for maternity and illness. The system calculates this amount by multiplying the minimum wage for Zone A by the ceiling days for maternity and illness.
Max Ceiling Disab & Life (maximum ceiling disability and life)	Displays the maximum contribution base that the payee can have for disability and life. The system calculates this amount by multiplying the minimum wage for the employee's zone by the ceiling days for disability and life.
Fixed SDI	Displays the fixed SDI amount that is calculated by the SDI FIJO process. This amount is reported to Social Security when a payee is hired or the payee's salary changes. You can override the amount, if necessary.
SDI Factor	Displays the SDI factor that is defined for the payee's pay group on the Xmas, Vac, Premium, SDI Factor page. The system uses the SDI factor to calculate Fixed SDI.
Variable SDI	Displays the variable SDI amount that is calculated by the SDI VARIABLE process. Variable SDI is added to the Fixed SDI in the SDI Total.
Total SDI	Displays the total of the fixed and variable SDI amounts. This amount is reported to the IMSS, when there's a change.
Difference SMG and Daily Rate	Displays the difference between the minimum wage for Zone A and the employee's daily rate.

Action/Reason

The information in this group box is populated automatically based on changes made in PeopleSoft Enterprise Human Resources.

Action	Displays the action and reason code that defines the action. This information comes from Human Resources.
IMSS Notice	Indicates the type of IMSS notice that will be generated. You associate IMSS Notices with Action/Reason codes in the Mexico section of the Action Reason page in Human Resources.
SUA Reason	Indicates the type of transaction that will be reported to IMSS. You associate SUA Reason with Action/Reason codes in the Mexico section of the Action Reason page in Human Resources.

See Also

Chapter 4, "Defining Earnings," Understanding the SDI Factor Calculation, page 42

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process"

Processing Mass SDI Changes

This section provides an overview of mass SDI processing and discusses how to run the mass SDI process.

Understanding Mass SDI Processing

You can process mass SDI changes for seniority anniversaries and minimum wage changes on the SDI by Anniversary and SMG page. The system uses Application Engine to process the SDI calculation and will insert new SDI data for employees having seniority anniversaries in the corresponding period, or for employees having an SDI data change derived from minimum wage changes.

Page Used to Run the Mass SDI Process

Page Name	Object Name	Navigation	Usage
SDI by Anniversary and SMG	GPMX_RC_SDI	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, SDI by Anniversary and SMG MEX, SDI by Anniversary and SMG	Generate the SDI record for anniversary and SMG changes and run the SDI calculation process.

Running the Mass SDI Process

Access the SDI by Anniversary and SMG page.

SDI by Anniversary and SMG page

SDI Process

Pay Group

Select the pay group for which the SDI process will be run.

Delete Data

Select when you want to delete existing SDI data inserted by previous SDI by Anniversary or SDI by SMG Change processes during the period defined by the Begin Date and End Date. This is useful when recalculating SDI.

SDI to Calculate

SDI by Anniversary	Select if you want to calculate SDI for seniority anniversaries.
SDI by SMG Change	Select if you want to calculate SDI for minimum wage changes.
SDI Mass Calculation	Select if you want to calculate SDI for mass changes.
Begin Date	Enter the begin date for the period during which a payee's anniversary or minimum wage change must fall.
End Date	Enter the end date for the period during which a payee's anniversary must fall. The End Date is only required for SDI by Anniversary.

Generating IMSS Notices

This section provides an overview of IMSS notices and discusses how to review generated IMSS notices.

Understanding IMSS Notices

When a payee is hired, rehired, has a salary change, or is terminated, you must report the event to IMSS. These reports can be:

- Printed notice (IMSS Printed Notices).
- Magnetic device notice (IMSS Mag. Media Notices).
- EDI (electronic transmission) notice (IMSS EDI Notices).

The run control page that you use to generate the notice depends on the selected reporting method. When you generate the notice, the system marks the corresponding check boxes on the IMSS Notice Control page. You use the IMSS Notice Control page to review the events reported for a payee.

Note. The IMSS reports are discussed later in this chapter.

See [Chapter 14, “Updating Social Security Contributions,” Running Social Security Reports, page 141](#).

Page Used to Review Generated IMSS Notices

Page Name	Object Name	Navigation	Usage
IMSS Notices Control	GPMX_IMS_CONTR	Global Payroll & Absence Mgmt, Social Security/Insurance, Review IMSS Notices MEX, IMSS Notices Control	Record reported events that generated a notice to IMSS for a payee and displays the method of notification used.

Reviewing Generated IMSS Notices

Access the IMSS Notices Control page.

IMSS Notices Control

EmplID: KY0003 Ma. Esther Velázquez Sosa Villegas

IMSS Notice Control Find | View All First 1 of 1 Last

*Effective Date: 01/16/2004

Printed Notice	Magnetic Device Notice	EDI Notice
☐ Hire/Re-Hire	☐ Hire/Re-Hire	☐ Hire/Re-Hire
☒ Salary Change	☐ Salary Change	☐ Salary Change
☐ Termination	☐ Termination	☐ Termination

IMSS Notices Control page

IMSS Notice Control

Select the type and form of notice you would like to generate for the payee.

Note. You can deselect a generated IMSS notice if you want to regenerate it.

See Also

[Appendix A, “Global Payroll for Mexico Reports,” page 219](#)

Running the SDI Batch Processes

This section provides an overview of the SDI batch process and discusses how to:

- Modify the fixed SDI process.
- Modify the variable SDI process.

Understanding the SDI Batch Process

When you run the payroll process, the system produces two writable arrays related to social security:

- IM_WA_DATOS_SDI, which contains information for both fixed and variable SDI amounts.
- IM_WA_REP_VARIAB, which is used to generate the Variable SDI report.

After you run the payroll process, you can launch two additional social security processes: one from the SDI for Anniversary and SMG page, and the other from the Payroll/Absence Run Control page. These processes calculate new SDI amounts, which are the basis for all the Social Security earnings and deductions, such as employee and employer contributions and loan paybacks. The two processes are:

- Fixed SDI process (SDI FIJO).

Run this process if your organization offers benefits that contribute to fixed SDI. You can run this as often as needed to generate data for IMSS notifications.

You should also run the Fixed SDI process every time there is a salary increase (individual or mass), a minimum wage change, or a change caused by an employment anniversary.

- Variable SDI process (SDI VARIABLE).

Run this process bimonthly to calculate variable SDI figures for the previous two months. The system will add the variable earnings for the last two months and divide them by the number of paid days for the two previous months minus unpaid absences according to the pay group parameters defined on Pay Groups MEX component. The Variable SDI process is run in January, March, May, July, September, and November. The calculations are used in the Variable SDI report.

Use separate calendars for the Fixed SDI and the Variable SDI processes.

You can modify the process lists for the SDI processes, as needed.

Modifying the Fixed SDI Process

If your organization offers benefits (in addition to the Christmas bonus and vacation premium) that contribute to fixed SDI, you must select additional elements that contribute to fixed SDI and define the integration parameters for these elements on the Fixed SDI page. Then you must run the Fixed SDI process to calculate fixed SDI. (The Application Engine program takes into account the Christmas bonus and vacation premium when it calculates fixed SDI.)

Modifying the Variable SDI Process

Global Payroll for Mexico also delivers a process list (CALC SDI VARIAB) for calculating variable SDI. If you need to add earnings that contribute to the variable SDI amount, follow the procedure below.

To include an earnings in the Variable SDI process:

1. Select the earning that is a member of the SDI bimonthly accumulator.
This is very important. If the bimonthly accumulator does not exist for the earning, you must create a new one. Select the earning and the corresponding accumulator on the Variable SDI page.
2. Select one of the three formulas (integration methods): IM FM 100% VAR, IM FM TOP VAL IMSS, or IM FM PREMIO INT on the Variable SDI page.

All earnings belong to one of the three formulas (integration methods). Below are some examples:

Earning	Formula
BONO	IM FM 100% VAR
VALES DESPENSA	IM FM TOP VAL IMSS
COMISIONES	IM FM 100% VAR
PREMIO DE ASIST	IM FM PREMIO INT

Note. Do not add the earnings elements to the SDI VARIABLE section.

The order in which you run the SDI FIJO (SDI by Anniversary and SMG) and SDI VARIABLE processes is very important because the fixed process (SDI FIJO) depends on the variable process (SDI VARIABLE). For example, the date for the SDI FIJO corresponds to a hiring or salary increase date for the payee and the SDI VARIABLE as defined by law is the first day of each two months based on the earnings of the previous two months.

See Also

Chapter 5, “Defining Social Security Contributions,” Defining Variable SDI, page 59

Running Social Security Reports

This section lists the social security reports that you can run in Global Payroll for Mexico and discusses how to create the Risk Factor report.

Pages Used to Run Social Security Reports

Page Name	Object Name	Navigation	Usage
Fix SDI Report	GPMX_RC_FIX_SDI	Global Payroll & Absence Mgmt, Social Security/Insurance, Fix SDI Report MEX, Fix SDI Report MEX	Lists the details of the fixed SDI calculations for a specified period.
Variable SDI Report	GPMX_RC_VARIABI	Global Payroll & Absence Mgmt, Social Security/Insurance, Variable SDI Report MEX, Variable SDI Report	Lists the details of the variable SDI calculations for a bimonthly period.
Risk Factor Report	GPMX_RC_ABSENCE	Global Payroll & Absence Mgmt, Social Security/Insurance, ANN-Risk Factor Report MEX, Risk Factor Report	Lists all payees with work-related disabilities in a specified year.
IMSS Printed Notices	GPMX_RC_IMSS_PRN	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Report Notices MEX, IMSS Printed Notices	Provides hiring, salary change, or termination details for selected payees. This report is submitted to IMSS in printed format.
IMSS Mag. Media Notices	GPMX_RC_IMSS_MMD	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Mag Notices MEX, IMSS Mag. Media Notices	Provides hiring, salary change, or termination details for selected payees. This report is submitted to IMSS in magnetic media format.
IMSS EDI Notices	GPMX_RC_IMSS_EDI	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS EDI Notices MEX, IMSS EDI Notices	Provides hiring, salary change, or termination details for selected payees. This report is submitted to IMSS in EDI format.
IMSS Base Over Cap	GPMX_RC_CAP_BSE	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Base Over Cap Report MEX, IMSS Base Over Cap	Lists the payees who have a surplus over the cap on 3, 18, and 25 minimum wages.
SUA - Load Employees	GPMX_RC_SUA001	Global Payroll & Absence Mgmt, Social Security/Insurance, SUA – Payee File MEX, SUA - Load Employees	Generates the SUA employees interface and a printed report.
SUA – Employee Transactions	GPMX_RC_SUA002	Global Payroll & Absence Mgmt, Social Security/Insurance, SUA – Transact File MEX, SUA - Employee Transactions	Generates the SUA employee transaction interface and a printed report.

See Also

[Appendix A, “Global Payroll for Mexico Reports,” page 219](#)

Creating the Risk Factor Report

The Risk Factor report lists all employees who had a disability from a work risk during the year. It takes the information that is entered in the Absence Event Input Detail page, within the Absence Event component. In particular, the Risk Factor report takes the following information: Illness Type, Illness Document Number, Permanent Illness Percentage, and Death Indicator. All other necessary information is retrieved from the Absence Event page.

The Risk Factor report creates an ASCII output file for the IMSS software, so that it can be loaded up as a batch file. The output file contains the following data (in this order):

- An automatically generated serial number.
- Company name.
- Company address.
- Period (year).
- Establishment ID.
- Social security number.
- Employee name.
- Illness, whether it's a relapse or reappraisal.
- Illness begin date.
- Risk type.
- Subsidized days.
- Percentage of permanent illness (only for work accidents and work illnesses).
- Death indicator (in case of death, a “D” will display.)
- Illness end date.

Viewing Delivered Social Security Elements

This section discusses:

- Delivered social security deductions.
- Delivered social security process lists.

Delivered Social Security Deductions

This table lists the delivered social security deductions for Mexico:

Deductions	Description
EYM CF PAT	Illness & Mat Fixed Quota Employer
EYM E3S EMP	Illness & Mat Excess 3SMG Employee
EYM E3S PAT	Illness & Mat Excess 3SMG Employer
EYM PD EMP	Illness & Mat Cash Benefits Employee
EYM PD PAT	Illness & Mat Cash Benefits Employer
EYM PE EMP	Illness & Mat Benefits in Kind Employee
EYM PE PAT	Illness & Mat Benefits in Kind Employer
RT PATRON	Work Risk
IYV EMP	Disability and Life Employee
IYV PAT	Disability and Life Employer
GYPS PAT	Child Care & Social Pre Employer
CYV PAT	Unemployment & Old Age Employer
CYV EMP	Unemployment & Old Age Employee
CUOTA IMSS E	IMSS Quotas Paid by Employee
CUOTA IMSS P	IMSS Quotas Paid by Employer
CUO IMSS CYV	IMSS Quot Unemploy & Old Age
CUO IMSS EYM	IMSS Quot Illn & Mat Dis & Life
SAR	Retirement (SAR)
INFONAVIT	INFONAVIT

Delivered Social Security Process Lists

This table lists the delivered social security process lists for Mexico:

Process List	Description
CALC SDI FIJO	Fixed SDI
CALC SDI VARIAB	Variable SDI Process

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

CHAPTER 15

Managing Taxation

This chapter provides an overview of tax processing and discusses how to:

- Update annual tax adjustments.
- Calculate the subsidy factor.
- Run tax reports.
- View delivered tax elements.

See Also

Chapter 6, “Defining Taxation,” page 61

Understanding Tax Processing

This section discusses:

- Taxes in Mexico.
- Tax methods.
- Federal tax processing.
- Annual tax adjustments processing.
- State tax processing.

Taxes in Mexico

Employers are legally required to maintain and report a variety of tax data about their employees. Global Payroll for Mexico delivers much of the set up information needed to calculate taxes in the system.

Tax Methods

With Global Payroll for Mexico, you can define the method for calculating employees’ taxes on the General Parameters page.

The tax methods are:

- For regular earnings where ISR Art. 113 is applicable, the following tax methods are available:
 - Annual projection method.
 - Semimonthly projected ISR.
 - Without adjustment.

- Adjustment during the month.
- Adjustment at the end of the month.
- Article 112 LISR (Severance pay method).
- Article 142 RISR (Vacation Premium, Profit Sharing, and Christmas Bonus method).
- Article 148 RISR (Multiple months payment method).

This section discusses each tax method.

Annual Projection Method

This method projects the taxable base of the pay period as well as projecting the annual taxable base that will accrue for the employee in the annual form. This projection is calculated using annual tables. Once the annual tax is determined, a factor is calculated that divides the taxable base of the pay period by the annual projected taxable base. To determine the tax for the pay period, the projected annual tax is multiplied by the factor and this is equal to the period tax.

Semimonthly Projected ISR

For employees who are on a semimonthly projected ISR payroll, the system projects their salaries for the next period, taking into account that the projection will be made in every pay period and subtracting the tax retained in the previous periods.

The semimonthly projected tax method applies to all types of employees (hourly and salaried) with a semimonthly pay frequency.

Without Adjustment

Depending on the pay frequency, the system will divide the taxable base by the number of worked days and the result will be multiplied by the Day Factor (defined on the General Parameters page). The result will be the monthly taxable base. Then, the system will calculate the taxes to this monthly taxable base. Immediately after calculating the taxes (Articles 113, 114, and 115), the system divides the resulting tax amounts by the Day Factor and multiply the result by the number of worked days. This result gives us the proportional taxes that correspond to the pay period taxable base.

See [Chapter 3, “Defining Country Data,” Defining General Parameters, page 33](#).

Adjustment During the Month

This method works the same way as the Without Adjustment method, but takes into consideration all the accumulated taxable earnings for the month. For example, if your company is running a weekly payroll, and you are currently running payroll for the third week of the month, the system will consider the taxable earnings from the two previously paid periods of the month as well as the current pay period. The same consideration is applied to worked days.

Adjustment at the End of the Month

This method is the same as the Without Adjustment method for all pay periods that are not the final one in a single month. This method is also similar to the Adjustment During the Month method for the pay period that is the final one in a single month.

Article 112 LISR (Severance Pay Method)

The system calculates the tax of one month salary for the employee using the method from Article 113. Once calculated, this tax will be divided by the monthly salary in order to determine a Tax Factor. Then, the severance pay taxable base will be multiplied by this factor in order to determine the Article 112 LISR tax amount.

Article 142 RISR (Vacation Premium, Profit Sharing, and Christmas Bonus Method)

The Article 142 RISR method is calculated in this way:

1. The taxable base is divided by 365 and multiplied by 30.4 in order to determine a monthly taxable base.
2. The result of this calculation is added to the regular taxable base of the pay period (the one used for the Article 113 tax method). Then, the system calculates the tax to this new taxable base based on the Article 113 method.
3. The tax for one month salary for the employee is calculated using the Article 113 method.
4. The difference between the tax from Step 2 and Step 3 is calculated.
5. The result from Step 4 is divided by the result from Step 1. This results in the Tax Factor.
6. The taxable base for Article 142 RISR is multiplied by the Tax Factor calculated in Step 5 in order to determine the tax.

Article 148 RISR (Multiple Months Payment Method)

The Article 148 RISR method is calculated in this way:

1. The taxable base is divided by the number of days that corresponds to the earnings. For example, a quarterly bonus payment is divided by the number of calendar days in the quarter. The result is multiplied by 30.4 in order to determine a monthly taxable base.
2. The result from Step 1 is added to the regular taxable base of the pay period (the one used for the Article 113 tax method). Then the system calculates the tax to this new taxable base based on the Article 113 method.
3. The tax for one monthly salary for the employee is calculated using the Article 113 method.
4. The difference between the tax in Step 2 and Step 3 is calculated.
5. The result from Step 4 is divided by the result from Step 1. This results in the Tax Factor.
6. The taxable base for Article 148 RISR is multiplied by the Tax Factor calculated in Step 5 in order to determine the tax.

Federal Tax Processing

To process federal taxes:

1. Define general tax parameters on the General Parameters page.
2. Process tax contributions during regular payroll runs.
3. Run the Federal Taxes report at the end of the tax year.

See Also

[Chapter 3, “Defining Country Data,” Defining General Parameters, page 33](#)

[Chapter 6, “Defining Taxation,” Defining Federal Taxes, page 61](#)

[Chapter 15, “Managing Taxation,” Running Tax Reports, page 156](#)

Annual Tax Adjustments Processing

During a calendar year, there may be times when too much or too little tax is paid because of varying incomes or other circumstances. The annual income tax adjustment process corrects this problem.

You can identify employees who don't qualify for an annual tax adjustment. This includes employees who have:

- Terminated and were rehired and the company decides not to adjust taxes.
- Notified you in writing that they plan to present their tax adjustment themselves (self-presentation).

This could be based on several reasons. One reason is when an employee has earned more than the government-allowed income limit and must self-present their tax adjustment data.

To process tax annual adjustments:

1. Define annual adjustment parameters on the Annual Adjustments page.
2. Define an annual period and create the calendar for the pay groups that you will run on the Calendar Definition page in the core application.
3. Enter tax data from Form 37 on the Other Employer page.

Form 37 details tax data for employees you hire mid-year who worked for another company earlier in the same tax year. The system processes this information during the annual tax adjustment and that's why it's important to have this information entered prior to the annual adjustment process.

4. Identify payees who don't qualify for an annual tax adjustment on the Payees Without Adjustment page.
5. Run the Form 37 report for employees who are going to present their own annual adjustment tax data.

You can also run this report at other times of the year. For example, you may also want to provide this information to terminating employees.

6. Run the Annual Adjustment Tax process (PL AJUSTE ANNUAL) at the end of the year.
7. Run the Annual Tax Adjustment Results process (GPMXAA02) through the Annual Adjustment report to view annual tax adjustment results.
8. (optional) Run the *Subsidio Acreditable* process (GPMXAA04) through the Annual Adjustment report to display tax subsidy data and have the details of how the system calculated the *Subsidio Acreditable* for those employees who had multiple employers during the year.
9. Run the Minimum Wage Salary Level process (GPMXAA01) through the Annual Adjustment report to create an addendum to the annual tax adjustment process.

See Also

Chapter 6, "Defining Taxation," Defining Annual Tax Adjustments, page 61

Chapter 15, "Managing Taxation," Running Tax Reports, page 156

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Using Calendars"

State Tax Processing

In Mexico, only employers pay state taxes. Each state defines which earning and deduction types are part of its taxable income and the applicable rates.

To process state taxes:

1. Define which earnings and deductions are eligible for state taxes on the State Taxes Earn/Ded page.
2. View and verify state tax rates on the State Taxes Rates page.
3. (optional) Define state and local tax rates at the company level for Chihuahua and Ciudad Juarez on the Spec. State Taxes page.

Note. You only have to define these taxes if you have operations in these states or cities.

4. Process tax contributions during regular payroll runs.
5. Run the State Taxes by Location report every month after the last payroll process of that month.

Note. The State Taxes Earn/Ded page, the State Taxes Rates page, and the Spec. Taxes Rates page are described in another chapter in this PeopleBook.

See Also

[Chapter 6, “Defining Taxation,” Defining State Taxes, page 65](#)

[Chapter 15, “Managing Taxation,” Running Tax Reports, page 156](#)

Updating Annual Tax Adjustments

This section discusses how to:

- Enter earnings and tax data from other employers.
- Define payees without adjustment.

Pages Used to Update Annual Adjustments

Page Name	Object Name	Navigation	Usage
Other Employer	GPMX_OTH_ER_TBL	Global Payroll & Absence Mgmt, Payee Data, Taxes, Define Prior Employer Data MEX, Other Employer	Enter all Form 37 information about a new employee hired in the middle of the year.
Payees without Adjustment	GPMX_EE_NO_ADJ	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify No Year-End Adj MEX, Payees without Adjustment	Identify all payees who are not eligible for an annual tax adjustment.

Entering Earnings and Tax Data From Other Employers

Access the Other Employer page.

Other Employer

Employee ID: GY0001 **Name:** Karina Bernal Macías **Empl Rcd Nbr:** 1

Company RFC: APH-991001-AP3 **Employer:**

Year: 2004 **Start Date:** 01/01/2004 **End Date:** 12/31/2004

Earnings/Deductions Customize | Find | View All | First 1 of 1 Last

	*Earning/Deduction Code	Amount		
1	Subsidy	100	+	-

Other Employer page

Employer Enter the name of the previous employer.

Earning/Deduction Code Select the type of earning or deduction that appears on the Form 37.

Amount Enter the amount of the specific earning or deduction.

Defining Payees Without Adjustment

Access the Payees w/o (without) Adjustment page.

Payees w/o Adjustment

Year: 2004 **Insert Data** **Earned More Than:** 300000.000

Employees Without Annual Adjustment Customize | Find | View All | First 1 of 1 Last

	*EmplID	Empl Rcd#	Name	Adjustment Type		
1	B-890FSA01		Vivian Torres	Self Presentation	+	-

Payees w/o Adjustment page

Insert Data When you select Insert Data, the system will populate a list of employees who earned more than the government-allowed income limit that is indicated in the Earned More Than field.

Earned More Than Enter the government-allowed income limit.

EmplID Select employees who will not be included in the annual tax adjustment process.

Adjustment Type Define the adjustment type for the payee. Values are *Self Presentation* and *Terminated & Rehired*.

Calculating the Subsidy Factor

This section provides an overview of the subsidy factor and discusses how to:

- Define subsidy factor parameters.

- Calculate the subsidy factor.

Understanding the Subsidy Factor

Every year, companies in Mexico need to calculate their subsidy factor based on the earnings and deductions of a single year. This subsidy factor is used to determine the creditable and non-creditable portions of taxes that are going to be calculated during the federal tax calculation process.

Due to recent tax laws, all employees will have their subsidy calculated using the following formula:

Subsidy Proportion = Total taxable base / Total earnings in the last year.

Here is an example of the subsidy factor calculation, using an employee's data for the year 2001. The amounts shown are in Mexican pesos.

Earnings	Taxable Base	Non Taxable Base	Total Earnings
Salary	152,000.00		152,000.00
Vacation Premium	8720.00	1018.00	9738.00
Christmas Bonus	9700.00	2115.00	11,815.00
Overtime	21,510.00	3820.00	25,330.00
Other Earnings	8540.00	35,660.00	44,200.00
TOTAL	200,470.00	42,613.00	243,083.00

Subsidy Proportion = Total Taxable Base 2001 / Total Earnings in 2001

Subsidy Proportion = 200,470.00 / 243,083.00 = .82

You will use this subsidy proportion to calculate the non-creditable subsidy and creditable subsidy for all employees in the company.

For example:

$1 - .82 = .18 \times 2 = .36$

.36 = Non-creditable subsidy

The subsidy proportion (.82) is subtracted from 1 (which is 100 percent of the subsidy proportion) and then multiplied by 2 (formula provided by law) to find the non-creditable subsidy.

$1 - .36 = .64$

.64 = creditable subsidy

The non-creditable subsidy (.36) is subtracted from 1 (which is 100 percent of the subsidy proportion) to find the creditable subsidy (.64) that will be accredited to an employee's taxes.

Pages Used to Define Subsidy Factor Calculations

Page Name	Object Name	Navigation	Usage
Subsidy Factor ParmS (subsidy factor parameters)	GPMX_SUB_FACTOR	Global Payroll & Absence Mgmt, Taxes, ANN – Subsidy Factor Calc MEX, Subsidy Factor ParmS	Define subsidy factor calculation parameters for your company.
Calculate	GPMX_SUB_CALC	Global Payroll & Absence Mgmt, Taxes, ANN – Subsidy Factor Calc MEX, Calculate	Calculate the subsidy factor and store results.

Defining Subsidy Factor Parameters

Access the Subsidy Factor ParmS page.

Subsidy Factor ParmS **Calculate**

Company: KYF Compañía Financiera

Year: 2002

Earnings and Deductions Detail

Total Earnings: TOTAL PERCEPCION N
Gross Pay Not Maintained

Total Taxable: TOTAL PERC GRAVA N
Taxable Earnings Total

Earnings		Earnings	
*Earnings	Description	*Earnings	Description
1 COMISIONES	Commissions	1 COMISIONES	Commissions
2 SALARIO PROM	Average Salary	2 SALARIO PROM	Average Salary
3 PTU	Profit Sharing	3 PTU GRAVADO	Taxable Profit Sharing
4 SUB ENF 100%	General Sickness Subsidy 100%	4 AGUINALDO GR	Taxable Christmas Bonus
5 AGUINALDO	Christmas Bonus	5 BONO	Bonus
6 BONO	Bonus	6 SUELDO POR H	Hourly Salary
7 SUELDO POR H	Hourly Salary	7 PRIMA DOM GR	Taxable Sunday Premium

Subsidy Factor ParmS page

Earnings and Deductions Detail

Total Earnings Select the accumulator that tracks the total earnings used in the calculation of the subsidy factor.

Total Taxable Select the accumulator that tracks the total annual taxable base used in the calculation of the subsidy factor.

Earnings Include the earnings and deductions that will be included in the calculation of the total earnings or total taxable base.

Calculating the Subsidy Factor

Access the Calculate page.

Subsidy Factor Params		Calculate
Company:	KYF	Compañía Financiera
Year:	2002	
Calculate		
Accumulators		
Total Earnings Amount:		Taxable Amount:
Other Payments Amount:	300.000000	
Process		
Proportion:	=	=
	300.000000	
Non Creditable Subsidy:	=	2.000000
Creditable Subsidy:	=	-1.000000

Calculate page

Calculate

When you click the Calculate button, the system will calculate the subsidy proportion, the non-creditable subsidy, and the creditable subsidy that appear on this page.

Accumulators

Total Earnings Amount

The amount that relates to the total earnings accumulator entered on the Subsidy Factor Parameters page appears.

Taxable Amount

The amount that relates to the total taxable base accumulator entered on the Subsidy Factor Parameters page appears.

Other Payments Amount

Enter the amount for off-cycle payments, if applicable. Examples of other payments are food coupons or transportation that is provided to employees. This amount is included in the taxable base that is calculated for the creditable subsidy.

Process

Proportion

The system calculates the subsidy proportion based on the amounts you enter.

Non Creditable Subsidy

The system calculates the non-creditable subsidy based on the amounts you enter.

Creditable Subsidy

The system calculates the creditable subsidy based on the amounts you enter.

Note. You can also create a Subsidy Factor report. This report is discussed in this chapter.

See Also

[Chapter 15, “Managing Taxation,” Running Tax Reports, page 156](#)

Running Tax Reports

This section lists the tax reports available in Global Payroll for Mexico.

Pages Used to Run Tax Reports

Page Name	Object Name	Navigation	Usage
Minimum Wage Salary Levels	GPMX_RC_SUBSACRED	Global Payroll & Absence Mgmt, Taxes, ANN – Tax Adj Report MEX, Annual Adjustment	Displays a list of the minimum wage salary levels in your company to present to the government.
Annual Tax Adjustment Results	GPMX_RC_SUBSACRED	Global Payroll & Absence Mgmt, Taxes, ANN – Tax Adj Report MEX, Annual Adjustment	Displays the annual tax adjustment results.
Form 37	GPMX_RC_FORMAT37	Global Payroll & Absence Mgmt, Taxes, Form 37 Report MEX, Form 37	Form 37 has two purposes. It can provide information about employees who are going to present their own annual adjustment tax data or it can provide tax information to employees who are terminated. If you want to run a report on employees who want to present their own annual adjustment tax data, select the Only Payees without Adjustment field.
Creditable Subsidy	GPMX_RC_SUBSACRED	Global Payroll & Absence Mgmt, Taxes, ANN – Tax Adj Report MEX, Annual Adjustment	Displays tax subsidy data.
Multiple Information MEX	GPMX_RC_ANNL	Global Payroll & Absence Mgmt, Taxes, Multiple Information MEX, Multiple Information MEX	Generate a flat file as required by the government.
Federal Taxes Summary	GPMX_RC_FEDTAX	Global Payroll & Absence Mgmt, Taxes, Federal Taxes Report MEX, Federal Taxes Summary	Details the federal taxes paid by a company and its employees.
Subsidy Factor	GPMX_RC_SUBS_FACT	Global Payroll & Absence Mgmt, Taxes, ANN – Subsidy Factor Rpt MEX, Subsidy Factor Report	Lists the earnings that are the base for the subsidy factor.
State Taxes by Location	GPMX_RC_ST_TAXES	Global Payroll & Absence Mgmt, Taxes, State Taxes by Loc Report MEX, State Taxes by Location	Provides a monthly report on state taxes paid by your company. Specify state information in the State To and State From fields when you only want information about specific states.

See Also

Appendix A, “Global Payroll for Mexico Reports,” page 219

Viewing Delivered Tax Elements

This section discusses:

- Delivered federal tax earnings.
- Delivered federal tax deductions.
- Delivered annual adjustments deductions.
- Delivered annual adjustment process list.
- Delivered state tax deductions.

Delivered Federal Tax Earnings

This table lists delivered federal tax earnings:

Earning	Description
CRE SAL EFEC	Salary Credit Paid in Excess Cash

Delivered Federal Tax Deductions

This table lists delivered federal tax deductions:

Deduction	Description
RISR NETO 142	Net RISR Art 142
RISR NETO 148	Net RISR Art 148
ISR NETO 112	Net ISR Art 112
ISR ART 113	ISR Art 113
ISR NETO 113	Net ISR Art 113
SUB ACRED	Creditable Subsidy Art 114
SUB NO ACRED	Non Creditable Subsidy 114

Deduction	Description
CRED ART 115	Salary Credit Art 115
EXCE CRE SAL	Salary Credit Paid in Excess Cash

Delivered Annual Adjustments Deductions

This table lists delivered annual adjustments deductions:

Deduction	Description
ISR ANUAL	ISR Annual
ISR MET 1991	ISR Method 1991
ISR ART 177	ISR Art 177
SUB ART 178	ISR Subsidy Art. 178
CRED ART 116	Annual Salary Credit Art. 116
ISR A CARGO	Annual Tax Debit
ISR A FAVOR	Annual Tax Credit
SUB ISR 1991	ISR Subsidy Method 1991

Delivered Annual Adjustment Process List

This table lists delivered annual adjustment process list:

Process List	Description
PL AJUSTE ANUAL	Annual Adjustment

Delivered State Tax Deductions

This table lists delivered state tax deductions:

Deduction	Description
IMPUESTO EST	Payroll State Taxes
AYU UNIV CHI	University Aid (CHI)
AYU EMPR CHI	Managerial Aid (CHI)
FOM EDUC BCN	Education Promotion (BCN)
FOM EDUC GRO	Education Promotion (GRO)
FOM ECOL GRO	Ecology Promotion (GRO)
FOM TURI GRO	Tourism Promotion (GRO)
CONS CAR HGO	Highways Construction (HGO)
AYU INF CDJU	Infrastructure Aid (CDJU)
OBRA PUB SON	Public Works Agreement (SON)
SOST UNI SON	Unison Fund (SON)

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 16

Updating Absences

This chapter provides an overview of absences in Mexico and discusses how to:

- Update absences for employees.
- Run absence and vacation reports.
- View delivered absence elements.
- View delivered vacation elements.

Understanding Absences in Mexico

This section lists prerequisites and discusses:

- Absences.
- Absence takes.
- Absence types.
- Absence processing.
- Vacation processing.

Prerequisites

This chapter supplements the absence documentation provided in the core Global Payroll documentation. Before you begin reading about Mexican absence functionality, we recommend that you read the absence sections of *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook* to develop a basic understanding of the concepts behind absence processing in Global Payroll.

Note. In Global Payroll for Mexico, before you can update absences, you must define absence parameters on the Absences page. The Absences page is discussed in another chapter in this PeopleBook.

See Also

[Chapter 7, “Defining Absence Rules,” page 69](#)

Absences

An absence is any event for which an employee fails to comply with scheduled work time. Absences must be recorded in the system so that appropriate discounts are deducted from an employee’s salary. Absences are also recorded to keep track of an employee’s absence history. In Mexico, absences are also tracked for specific calculations such as profit sharing and social security contributions.

In Global Payroll, there are two types of absence elements:

- Absence entitlements.
- Absence takes.

An absence entitlement is the amount of paid time off that a payee is entitled to take for each category of absence. For example, payees may be entitled to receive 20 vacation days per year.

An absence take is the amount of time off that a payee takes.

Global Payroll for Mexico delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. PeopleSoft designed these rules in accordance with Mexican statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization.

Absence Takes

In Global Payroll for Mexico, there are three categories for absence takes:

- Disabilities.
- Vacations.
- Other.

Disabilities

Disabilities are treated differently from other absences because IMSS pays and administers them. Disabilities include:

- Maternity leave.
- General illness.
- Work related illness leave.
- Work risk leave.
- In transit work risk leave.

Vacations

Vacations include vacation takes.

Other

Other absences include:

- General absences.
- Tardiness - hours.
- Paid permitted absences.
- Unpaid permitted absences.

Absence Types

Global Payroll for Mexico delivers these absence types, each having their own absence reasons:

Absence Type	Description	Absence Take Associated
ABS	Unpaid Absence	General absence
ENF	Illness	General illness
MAT	Maternity	Maternity leave
OPA	Other paid absences	Paid permitted absence
RET	Tardiness	Tardiness - hours
RSG	Work accident	Work risk leave
ENT	Work related illness	Work related illness leave
RST	Accident on the way to work	In transit work risk leave
VAC	Vacations	Vacation takes

These sections describe each delivered absence take in detail.

Maternity Leave

This absence take generates a deduction called INCAP MATERN. This element contains the number of days in the Unit component. All the absence take days are considered units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates an earning called SUB MATERN. It is generated in the same way that the deduction is generated in terms of the units. The only condition here is that this element is generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined on the General Parameters page), this earning is paid with the daily rate.

If the employee's absence is for eight days or more, the employer is exempt from paying quotas for that pay period frequency (monthly, semimonthly, and so on.)

General Illness

This absence take generates a deduction called INCAP ENFERM. This element contains the number of days in the Unit component. All the absence take days are considered units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take can generate three earnings: SUB ENF 100%, SUB ENF 40%, and SUB ENF CONV. Select only one earning when defining General Illness.

The system generates SUB ENF 100% for the first absence event but only for the first three days. If there's another absence event in the following seven days after the end date of the original take, then the system considers this absence take as linked and won't pay the first three days again with the earning SUB ENF 100%.

The system generates SUB ENF 40% beginning on the fourth day until the end of the absence take. Once again, if the system links two absence events and has already paid the first three days at 100 percent, then it will pay all the days at 40 percent.

The system generates SUB ENF CONV if the IMSS Agreement parameter is selected on the Absences page. Selecting this parameter ensures that the other two earnings (SUB ENF 40% and SUB ENF 100%) won't appear in the pay process. In other words, the SUB ENF CONV earning substitutes for the other two.

Work Related Disabilities

There are three types of work related leaves:

- Work related illness leave.
- Work risk leave.
- In transit work risk leave.

Work related illness can occur if an employee becomes ill as a result of work conditions, such as inhaling toxics in the workplace. Work risk can occur if an employee works in a risky work environment, for example, if he cuts a finger on a machine. In transit work risk can occur if an employee gets hurt on the way to and from work, for example, if he gets in an automobile accident on the way to work.

Note. For all work related disability types, you can create a report that lists all the workers who were on disability due to work related illnesses or accidents during the year that considers only these three absence takes. The Risk Factor report contains information such as disability type (accident or illness), disability begin and end dates, percentage of permanent illness, and subsidized days for each employee who is on disability due to work related accidents or illnesses.

Work Related Illness Leave

The work related illness leave is very similar to the General Illness absence type, except that it generates a different deduction. The deduction for the work related illness leave is INCAP ENF TR.

Global Payroll for Mexico delivers an earning for Work Illness Leave called INCAP_ENF_TR and an absence take called INC_ENF_TR.

Work Risk Leave

This absence take generates a deduction called INCAP RIESGO. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates an earning called SUB RIESGO. It is generated in the same way that the deduction is generated, in terms of the generated units. The only condition here is that this element is generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined on the General Parameters page), this earning is paid with the daily rate.

In Transit Work Risk Leave

This absence take is almost the same as the absence take in Work Risk Leave. The only difference is that this disability is caused by an accident or event on the way to work. It generates a deduction called INCAP TRAYEC. This element contains the number of days in the Unit component. All the days of the absence take are considered to be units of the deduction. In other words, the Day Formula adds only 1 to the deduction units for each day of this disability.

This absence take also generates an earning called SUB RIESGO. It is generated in the same way that the deduction is generated, in terms of the generated units. The only condition here is that this element will be generated when the daily rate of the employee is greater than the SDI (capped up to 25 times minimum wages) and the rate will be only the difference between these two rates. If your company has an agreement with the social security agency (defined on the General Parameters page), this earnings is paid with the daily rate.

Vacation Takes

This absence take generates an earning called VAC DISFRUT. This element contains the number of days in the Unit component. The system won't consider the Day Off and Holidays as Vacation Days. This means that if the Absence Take duration contains Non Worked or Holidays, the system will reduce them from the duration of the take.

It also generates an earning called PMA VAC PROP when the Proportional parameter is selected on the Absences page. This parameter means that for each day of vacation take, the employee will receive a day of vacation premium.

This absence take also generates an absence entitlement. This is only generated on the employee's anniversary with the company. This entitlement serves as the limit to accept or not accept a vacation take. For example, if you have a new hire who requests a vacation in the month following his hire, it will be rejected because he does not have any vacation entitlements accrued. On the other hand, if you have an employee with two years of seniority, his request will be accepted because he already has two entitlement occurrences of vacation: one for the first year and the other for the second year. The vacation entitlement is called VAC ANIV. The negative balance for this absence take could be accepted if the Negative Balance Option parameter is selected on the Absences page.

General Absences

This absence take generates a deduction called FALTAS. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this leave.

The generated deduction is calculated using the percentage from the Factor parameter (defined on the Absences page). This means that the units will be multiplied by this factor.

Tardiness – Hours

This absence take generates a deduction called RETARDO. This element contains the number of hours in the Unit component. All the absence take hours are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each hour of this disability.

Paid Permitted Absence

This absence take generates a deduction called PERMI C/GOCE. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this leave. This deduction is informational only, because this is a paid permission so, it won't deduct from the net pay.

Unpaid Permitted Absence

This absence take generates a deduction called PERMI S/GOCE. This element contains the number of days in the Unit component. All the absence take days are considered to be units of the deduction. The Day Formula adds only 1 to the deduction units for each day of this leave. The only difference between this deduction and the PERMI C/GOCE deduction is that this one is reduced from the net pay of the employee.

Note. The General Parameters page and the Absences page are documented in another chapter in this PeopleBook.

See Also

[Chapter 3, “Defining Country Data,” page 21](#)

[Chapter 7, “Defining Absence Rules,” page 69](#)

Absence Processing

To prepare Global Payroll for Mexico for absence processing:

1. Define absence parameters for a pay group on the Absences page.
2. Define absence details for an employee in the Absence Entry component.
This includes entering the absence event and running the forecast process for an absence. Additionally, you can view the Absence Forecast results and Accumulator results.
3. Define mass absence event entries, such as holidays, on the Mass Absence Event Entry page.
4. Modify the delivered absence take and absence entitlement elements, and create new absence elements.

A list of the absence take and absence entitlement elements delivered with Global Payroll for Mexico appears later in this chapter. PeopleSoft delivers sample values for many of these elements. You might want to replace some of the values with data that is specific to your company.

5. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and absence take elements to payees and include the elements in the process lists that you use when you run the absence process. PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

6. Generate an absence report for selected employees.
7. At the end of the year, generate the Risk Factor report.

Note. The Absences page is documented in another chapter in this PeopleBook.

See Also

[Chapter 7, “Defining Absence Rules,” page 69](#)

Vacation Processing

While it’s ideal that employees record their vacation takes before taking their vacations, this is not often the case. Usually, vacation takes are recorded after the events occur or after payroll has been processed or finalized.

If an employee records a vacation take after the payroll for that pay period has been finalized, there must be a retroactive (retro) calculation for that employee to reflect those days of vacation on the payslip. In this case, a retro trigger should be recorded.

If a vacation take occurs partially in a processed payroll period and partially in the future, the part of it that belongs to the processed period should be calculated with a retro event. The part of the vacation take that occurs in a current open or future payroll period is handled as follows:

For each pay period, the system will apply the number of days of that vacation take that belongs to the pay period begin and end date.

Processing Vacation Premiums Using the Annual Method

If you select the Annual method for calculating vacation premiums, the following processing rules apply:

If you use the Annual method, the vacation premium will be paid when the vacation premium payment date is between the period begin date and the period end date.

When the processing year is the same as the service date and payment date, the vacation is calculated as follows:

- $\text{Worked Days} = \text{Duration between the service date and the payment vacation premium date.}$
- $\text{Vacation Premium Days} = \text{Worked days} / 365 * \text{Vacation days.}$
- $\text{Vacation Premium} = \text{Vacation premium days} * \text{Vacation premium percentage.}$

Updating Absences for Employees

This section discusses how to:

- Define absence entries.
- View forecast results.
- View accumulator results.
- View user keys 1–3.
- View user keys 4–6.
- Define forecast messages.
- Define a mass absence event entry.

Pages Used to Update Absences

Page Name	Object Name	Navigation	Usage
Absence Entry	GPMX_ABSENCE_ENTRY	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event MEX, Absence Entry	Define absence event details for an employee and run the Absence Forecast process. Use the forecast process to evaluate the impact of an absence event.
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Click the Forecast Details link on the Absence Entry page.	Review the results of the forecast process for a specific absence event and any take elements that are mapped to it.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event MEX, Forecast Messages	Review the messages that are generated during the forecast process.
Mass Abs Event Entry (mass absence event entry)	GPMX_RC_MASSABS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Create Mass Absence Rqst MEX, Mass Abs Event Entry	Define the details for a mass absence event entry.

Defining Absence Entries

Access the Absence Entry page.

The screenshot displays the 'Absence Entry' page with the following details:

- Employee ID:** KY0001
- Name:** Jorge Luis De La Peña Martínez López
- Empl Rcd Nbr:** 0
- Absence Detail:**
 - Element Name:** INC ENF TR (Work Related Illness Leave)
 - Absence Reason:** [Empty field]
 - *Process Action:** Normal
 - Type:**
 - ☒ Manager Approved
 - ☒ Voided Indicator
 - Forecast Value:** [Link: Forecast Details]
- Absence Duration:**
 - *Begin Date:** 01/02/2002
 - End Date:** 01/03/2002
 - Absence Duration:** 2.00 Days

Absence Entry page (1 of 2)

The screenshot displays the 'Absence Entry page (2 of 2)'. It features two sections titled 'User Defined Fields'. The first section contains four input fields: '*Folio:' with the value 'JP000001', '% IPP:' which is empty, '*Muerte (S/N):' with the value 'N', and 'Rec / Reev:' with the value 'REEV'. The second section, also titled 'User Defined Fields', contains a large text area labeled 'Comment' with a vertical scrollbar on the right side.

Absence Entry page (2 of 2)

Forecast

Click this button to run the Forecast process when entering absences. You'll get a message indicating the results of the Forecast process. If necessary, correct the errors and rerun the process.

Absence Detail**Element Name**

Select the absence take element that corresponds to the employee's absence type.

Type

Displays the absence type that corresponds to the absence take element. When you define an absence take element, you assign an absence type that describes the category of the absence.

Absence Reason

Select the code that corresponds to the absence reason. The Absence Reason field is optional and further describes the absence take.

Manager Approved

Select to have the absence processed when you run the absence take process. This check box is selected if you defined the absence take element as not requiring manager approval on the Absence Take - Calculation page in the core application.

Voided Indicator

This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Process Action

Select the process action. For a new absence event, the default is *Normal*. Select *Void* to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to *Normal* and the Voided Indicator check box is automatically selected during the absence take process.

During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.

Forecast Value	Appears after running the Forecast process. Forecast Value is the alphanumeric value resolved by the forecasting element. You associate a forecasting formula with a take element on the Take - Forecasting page in the core application. For example, your forecast element might return a value of <i>Eligible</i> or <i>Not Eligible</i> .
Forecast Details	Click this link to access the Absence Forecast Results page.
Absence Duration	
Begin Date and End Date	Enter the begin and end dates for the absence. Depending on the values entered for the Begin Date and End Date, the system will calculate different values. If you enter a Begin Date, the system automatically enters the same value for the End Date and a value of 1 for the Absence Duration. Then, if a value is entered for the End Date, the system will calculate the Absence Duration value. If a value is entered for the Absence Duration, then the system will calculate a value for the End Date.
Absence Duration	Enter the number of days for the absence.
Partial Hours	If a <i>FALTA</i> absence event is selected and the Allow Partial Days option is selected on the core Global Payroll Absences page, the Partial Hours field appears.
Begin Half Day and End Half Day	If you select the Allow Partial Days option on the Absences page in core Global Payroll, this field appears. Select a check box if the employee was absent exactly half a day. Select the top check box if the employee worked half a day on the first day or every day of an absence. Select the bottom check box if the employee worked half a day on the last day of the absence.

Note. The Allow Partial Days option can be found on the Absences page in the core Global Payroll core application. The navigation path to the Absences page is Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take. This page is documented in the core Global Payroll documentation.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Setting Up Self-Service Absence Transactions”.

User Defined Fields

Enter data and comments on additional fields pertaining to your business processes.

Note. If you select a work-related disability absence type, the fields for Folio, Permanent Illness Percentage, Death Indicator and Illness Type appear. You will enter additional information related to a work-related disability in these fields.

Folio	This field applies only for disability absences and refers to the Certificate number. This is a required field for all the disabilities.
Permanent Illness Percentage	Enter the percentage of permanent illness for the employee. Values are 0–100 percent. This field is only available if you selected a work-related illness absence type.
Death Indicator	Enter <i>Y</i> (Yes) if death occurred as a result of the work related disability. Otherwise, enter <i>N</i> (No).
Illness Type	Indicate the illness type. Values include <i>Reappraisal Illness</i> and <i>Relapse Illness</i> . Select <i>Relapse Illness</i> if an employee has a relapse of the same illness.

Select *Reappraisal Illness* if the illness reoccurs but a different diagnosis is concluded from the original illness. For example, if an employee originally gets a cold, but after ten days, the illness is reappraised as a flu, you would select *Reappraisal Illness*.

The Absence Entry page in Global Payroll for Mexico is similar to the Absence Event Entry page in the core application. The main differences are that the Absence Entry page in Global Payroll for Mexico:

- Includes validations for Mexican absence rules.
- Uses an end date calculation based on the begin date plus the duration days, according to the absence take setup.

If you select an absence take of INC RIESGO TR and enter data on the User Fields page, you can generate a report listing the employees who had work risk related disabilities.

Note. You can find the User Fields page through Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Entering and Processing Absences”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Absence Elements”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Understanding Absence Management”

Viewing Forecast Results

Access the Absence Forecast Results page: Forecast Results tab.

Absence Forecast Results

Absence Forecast Results

Absence Take INC ENF TR **Begin Date:** 01/02/2002
Element: **End Date:** 01/03/2002
Absence Type: **Forecast DateTime:**
Forecast Value:

Absence Forecast Result Details
Customize | Find | View All | First 1 of 1 Last

Forecast Results	Accumulator Results	User Keys 1-3	User Keys 4-6		
Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
			0.000000		

Return

Absence Forecast Results page: Forecast Results tab

Note. The Absence Forecast Results page: Forecast Results tab in Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Entering and Processing Absences”.

Viewing Accumulator Results

Access the Access Forecast Results page: Accumulator Results tab.

Absence Forecast Results

Absence Forecast Results

Absence Take
Element:
Absence Type:
Forecast Value:

INC ENF TR

Begin Date:
End Date:
Forecast DateTime:

01/02/2002
01/03/2002

Absence Forecast Result Details

Customize | Find | View All | First 1 of 1 Last

Forecast Results | **Accumulator Results** | User Keys 1-3 | User Keys 4-6

Secondary Element	Forecast Element	From	Through

Return

Absence Forecast Results page: Accumulator Results tab

Note. The Absence Forecast Results page: Accumulator Results tab in Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

Viewing User Keys 1-3

Access the Absence Forecast Results page: User Keys 1-3 tab.

Absence Forecast Results

Absence Forecast Results

Absence Take
Element:
Absence Type:
Forecast Value:

INC ENF TR

Begin Date:
End Date:
Forecast DateTime:

01/02/2002
01/03/2002

Absence Forecast Result Details

Customize | Find | View All | First 1 of 1 Last

Forecast Results | Accumulator Results | **User Keys 1-3** | User Keys 4-6

Secondary Element	Forecast Element	User Key 1	User Key 2	User Key 3

Return

Absence Forecast Results page: User Keys 1 - 3 tab

Note. The Absence Forecast Results page: User Keys 1-3 tab in Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

Viewing User Keys 4-6

Access the Absence Forecast Results page: User Keys 4-6 tab.

Absence Forecast Results

Absence Forecast Results

Absence Take INC ENF TR

Element:

Absence Type:

Forecast Value:

Begin Date: 01/02/2002

End Date: 01/03/2002

Forecast DateTime:

Absence Forecast Result Details

Forecast Results Accumulator Results User Keys 1-3 User Keys 4-6				
Secondary Element	Forecast Element	User Key 4	User Key 5	User Key 6

[Return](#)

Absence Forecast Results page: User Keys 4 - 6 tab

Note. The Absence Forecast Results page: User Keys 4-6 tab in Global Payroll for Mexico is the same as the Absence Forecast Results page in the core application.

Defining Forecast Messages

Access the Forecast Messages page.

Absence Entry	Forecast Messages
Employee ID: KY0001	Name: Jorge Luis De La Peña Martínez López
Empl Rcd Nbr: 0	
Forecast Messages Customize Find View All	
First 1 of 1 Last	
<u>Calculation Status</u>	<u>Message Text</u>
<u>Message Set Number</u>	<u>Number</u>
Details	

Forecast Messages page

Note. The Forecast Messages page in Global Payroll for Mexico is the same as the Forecast Messages page in the core application.

Defining a Mass Absence Event Entry

Access the Mass Abs Event Entry page.

Mass Abs Event Entry

Run Control ID: 1
[Report Manager](#)
[Process Monitor](#)

Run

Mass Absence Event Entry

*Absence Take: VAC DISFRUTE

☐ Clear Data

*Begin Date: 01/02/2002

*End Date: 02/02/2002

*Group ID: KY ALL

Comment: Branch Holiday

*Absence Reason: 004 Scheduled

Mexico Employees

Mass Abs Event Entry page

Absence Take	Select the absence take element for the mass absence event.
Absence Reason	Select the absence reason for the mass absence event. Typical absence reasons include <i>Regular</i> , <i>Forced</i> , <i>Scheduled</i> , and <i>Other</i> .
Clear Data	Select to clear the data after you process a mass absence event entry.
Begin Date and End Date	Enter the begin date and end date for the mass absence event.
Group ID	Select the group ID to which the mass absence event applies.
Comment	Enter descriptive details of the mass absence event.

Running Absence and Vacation Reports

This section lists the absence and vacation reports available in Global Payroll for Mexico.

Pages Used to Run Absence and Vacation Reports

Page Name	Object Name	Navigation	Usage
Absences Report	GPMX_RC_WKRISK	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence History MEX, Absences Report	Produces report that details absences for selected employees.
Vacations Report	GPMX_RC_VACATN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Vacations MEX, Vacations Report	Produces report that details vacation entitlements and balances for selected employees.

Viewing Delivered Absence Elements

This section discusses:

- Delivered absence earnings.
- Delivered absence deductions.
- Delivered absence takes.
- Delivered absence process lists.

Delivered Absence Earnings

This table lists delivered absence earnings for Mexico:

Earning	Description
SUB ENFER 40%	General illness subsidy 40%
SUB ANT 40%	General illness subsidy 40% from previous periods
SUB ENFER 100%	General illness subsidy 100%
SUB ANT 100%	General illness subsidy 100% from previous periods
SUB ENFER CONV	General illness subsidy agreement
SUB MATERN	Maternity leave subsidy
SUB MAT ANT	Maternity leave subsidy from previous periods

Earning	Description
SUB RIESGO	Work risk subsidy
INCAP ENF TR	Work related illness leave

Delivered Absence Deductions

This table lists the delivered absence deductions for Mexico:

Deduction	Description
FALTAS	Unpaid absence
FALTAS ANT	Previous unpaid absence not taken
INCAP ENFERM	General illness
INCAP ENF ANT	General illness from previous periods
INCAP TRAYEC	In transit work risk leave
INCAP MATERN	Maternity leave
INCAP MAT ANT	Maternity leave from previous periods
INCAP RIESGO	Work risk leave
INCAP RSGO ANT	Work risk leave from previous periods
RETARDO	Tardiness - hours
PERMI C/GOCE	Paid time off
PERMI S/GOCE	Unpaid time off
AUS ANT RETR	Retro for previous unpaid absence not taken

Delivered Absence Takes

This table lists the delivered absence takes for Mexico:

Absence Take	Description
INC MATERN	Maternity leave
INC RIESGO TR	Work risk leave
INC TRAYECTO	In transit work risk leave
INC ENF GENERA	General illness
FALTA	General absences
RETARDO EN HORAS	Tardiness - hours
PERM CON GOCE	Paid permitted absence
PERM SIN GOCE	Unpaid permitted absence
INC ENF TR	Work related illness leave

Delivered Absence Process Lists

This table lists the delivered absence process list for Mexico:

Process List	Description
AUSENTISMOS	Absence process

Viewing Delivered Vacation Elements

This section discusses:

- Delivered vacation earnings and deductions.
- Delivered vacation entitlements.
- Delivered vacation process lists.

Delivered Vacation Earnings and Deductions

This table lists the delivered vacation earnings and deductions for Mexico:

Earning/Deduction	Description
VAC DISFRUT	Vacations
PMA VAC ANIV	Vacation premium in anniversary
PMA VAC PROP	Vacation premium proportional
PMA VAC ANU	Annual vacation premium
PRIMA VAC	Vacation premium
PRIMA VAC EX	Taxable vacation premium
PRIMA VAC GR	Non taxable vacation premium

Delivered Vacation Entitlements

This table lists the delivered vacation entitlements for Mexico:

Vacation Entitlement	Description
VAC ANIV	Vacations anniversary

Delivered Vacation Process Lists

This table lists the delivered vacation process lists for Mexico:

Process List	Description
AUSENTISMOS	Absence process

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 17

Tracking Overtime

This chapter provides an overview of overtime and discusses how to:

- Enter overtime.
- Integrate overtime pay to the variable SDI base.
- Tax overtime.
- Run the overtime report.
- View delivered overtime earnings.

Note. Before you can enter overtime, you must define the overtime calendar and overtime parameters for a pay group. Overtime setup is discussed in another chapter in this PeopleBook.

See Also

Chapter 8, “Defining Overtime,” page 73

Understanding Overtime

In Mexico, employees are paid overtime for:

- Regular overtime.
- Holidays worked.
- Days off worked.

To define overtime:

1. Define the overtime calendar for your pay group on the Overtime Calendar page.
2. Define the overtime parameters for your pay group on the Overtime Parameters page.

This includes information such as the maximum overtime that is going to be paid double. For example, let's say that the maximum number of double hours of overtime per week is 9. If an employee works 12 hours of overtime in one week, then the first 9 hours will be calculated at a double rate, and the remaining 3 hours will be calculated at a triple rate.

3. Record overtime hours worked for employees either daily on the Daily Overtime page or weekly on the Weekly Overtime page.

When capturing the total number of overtime hours for a day, the system automatically splits the hours into double and triple rates, as defined by the maximum limits on double and triple hours, taking into consideration all the weekly and daily overtime parameters.

The system captures the total number of overtime hours for a week in the same way as for a day, but splits the hours for the week, instead of for the day. For example, if an employee works 12 hours of overtime in one week, then the first 9 hours will be calculated at a double rate, and the remaining 3 hours will be calculated at a triple rate. Only the weekly parameters are considered on the Weekly Overtime page.

4. Generate a report that details overtime for an employee on the Overtime Report page.

You can specify to generate the report daily (with detail) or weekly (without detail).

Note. The Overtime Calendar page and the Overtime Parameters page are discussed in another chapter in this PeopleBook.

See Also

[Chapter 8, “Defining Overtime,” page 73](#)

Entering Overtime

This section provides an overview of recording overtime and discusses how to:

- Enter daily overtime.
- Enter weekly overtime.

Recording Overtime

Some companies prefer to record overtime on a daily basis and other companies prefer to record it on a weekly basis. Depending on what your business process is, you can record overtime for your employees on either the Daily Overtime page or the Weekly Overtime page.

The formula for calculating overtime is the number of overtime hours worked times the hourly rate times 2 or 3 depending on the overtime parameters you’ve defined on the Overtime Parameters page.

Pages Used to Enter Overtime

Page Name	Object Name	Navigation	Usage
Daily Overtime	GPMX_OVR_DAILY	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Enter Overtime MEX, Daily Overtime	Enter daily overtime for an employee.
Weekly Overtime	GPMX_OVR_WEEKLY	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Enter Overtime MEX, Weekly Overtime	Enter weekly overtime for an employee.

Entering Daily Overtime

Access the Daily Overtime page.

Daily Overtime
Weekly Overtime

Pay Group: KY QUINC
Week: 1
Begin Date: 01/01/2002
End Date: 01/07/2002
Year: 2002
Calendar ID: GYIMVAR GYIMVAR01

Daily Overtime
Find | View All
First 1 of 2 Last

*Employee ID: KY0006 Ramón Castillo Rojas
Empl Rcd#: 0

Double Hours: 9.00
Double Hours Total Amount: 750.00
Triple Hours:
Triple Hours Total Amount:

Holiday Hours: 8.00
Holiday Hours Total Amount: 666.67
Day Off Hours:
Rest Days Hours Total Amount:

In Excess Hours Total: 10.00
In Excess Hours Total Amount: 1250.00

Data
Customize | Find
First 1-4 of 4 Last

	*Date	Overtime Hours	Holiday Hours	Day Off Hours	*Hourly Rate	Business Unit	*Job Code	*Department		
1	01/01/2002		8.00		41.666667		730000	43000	+	-
2	01/02/2002	5.00			41.666667		730000	43000	+	-
3	01/03/2002	8.00			41.666667		730000	43000	+	-
4	01/04/2002	6.00			41.666667		730000	43000	+	-

Daily Overtime page

Daily Overtime

Employee ID

Enter the employee ID for whom the overtime is being recorded.

Double Hours, Double Hours Total Amount, Triple Hours, Triple Hours Total Amount, Holiday Hours, Holiday Hours Total Amount, Day Off Hours, Rest Day Hours Total Amount, In Excess Hours Total, In Excess Hours Total Amount

Based on the information that you enter in the Data group box, the system automatically calculates the rates for these hours.

Data

Date

Enter the date when the overtime occurred.

Overtime Hours

Enter the number of overtime hours the employee worked.

Holiday Hours

Enter the number of overtime hours the employee worked on a holiday.

Day Off Hours

Enter the number of overtime hours the employee worked on a scheduled day off.

Hourly Rate

Enter the hourly rate for the overtime.

Note. If you are entering overtime on a daily basis, the system splits the double and triple overtime hours, based on the values you defined on the Overtime Parameters page. If you are entering overtime on a weekly basis, the system splits the triple overtime hours. Based on the values you defined on the Overtime Parameters page, you must enter the double overtime manually.

- Business Unit** Enter the employee’s business unit.
- Job Code** Enter the employee’s job code.
- Department** Enter the employee’s department.

Entering Weekly Overtime

Access the Weekly Overtime page.

Daily OvertimeWeekly Overtime

Pay Group: KY QUINCWeek: 1Begin Date: 01/01/2002End Date: 01/07/2002

Year: 2002Calendar ID: GYIMVAR GYIMVARS01Through Date:

Weekly OvertimeFind | View AllFirst1 of 2Last

*Employee ID: KY0006Ramón Castillo RojasEmpl Rcd Nbr: 0

Hourly Rate: 104.166667

Double Hours Total: 9.00Double Hours Total Amount: 750.00

Triple Hours Total: Triple Hours Total Amount:

In Excess Hours Total: 10.00In Excess Hours Total Amount: 1250.00

Holiday Hours Total: 8.00Holiday Hours Total Amount: 666.67

Day Off Hours Total: Rest Days Hours Total Amount:

Weekly Overtime page

- Employee ID** Enter the employee ID for whom the overtime is being recorded.
- Hourly Rate** Enter the hourly rate for the overtime. You’ll use an hourly rate to calculate overtime.
- Double Hours Total and Double Hours Total Amount** Enter the total of overtime hours per week that are calculated at a double rate. Once you’ve entered the Double Hours Total, the system automatically calculates the overtime amount by multiplying the number of hours times the hourly rate for an employee times 2. The result displays in the corresponding Double Hours Total Amount field.
- Triple Hours Total and Triple Hours Total Amount** Enter the total of overtime hours per week that are calculated at a triple rate. Once you’ve entered the Triple Hours Total, the system automatically calculates the overtime amount by multiplying the number of hours times the hourly rate for an employee times 3. The result displays in the corresponding Triple Hours Total Amount field.

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In Excess Hours Total and In Excess Hours Total Amount

Enter the total in excess hours worked per week. Excess hours are those that are above the first 3 hours a day and on the first three days with overtime in a week, and are beyond the first 9 hours in a week. You can decide if these excess hours will be paid a double or triple rate on the Overtime Parameters page.

Holiday Hours Total and Holiday Hours Total Amount

Enter the total amount of holiday hours worked per week. The Holiday Hours Total field functions in the same way as the Double Hours Total field. When you enter a holiday, the system checks the parameters defined in the Holiday Schedule to see if the date corresponds to a holiday.

Note. Holiday Schedule parameters are defined on the Pay Group Name page.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining the Organizational Structure”.

Day Off Hours Total and Rest Day Total Amount

Enter the total amount of hours worked on a scheduled day off per week. The Day Off Hours Total field functions in the same way as the Double Hours Total field. Similar to the Holiday Hours Total field, the system checks if the entered Day Off effectively corresponds to the parameters of the Day Off that were previously defined in the work schedule for each employee.

Integrating Overtime Pay to the Variable SDI Base

For social security base purposes, overtime is divided into three categories:

- Non-integrating overtime.

This is the total of overtime hours per week that are calculated as double. This overtime has a limit of no more than 3 hours a day and 3 times a week according to the parameters defined on the Overtime Parameters page.

- Integrating overtime up to nine hours in a week.

These hours are paid as double and will integrate 100 percent to the variable SDI base.

- Integrating overtime beyond nine hours a week.

These hours are paid as triple and will integrate 100 percent to the variable SDI base.

The system calculates overtime in this way:

1. Determines all the number of hours that fall in each of these categories.
2. Calculates the amount per hour according to the daily salary.
3. Multiplies the rate per hour that results for the hours in each category.

Taxing Overtime

Part of overtime pay is taxable and part of it is non-taxable. This depends on the type of worker:

- Minimum salary workers.
- Above minimum salary workers.

For minimum salary workers, all double hours below three hours daily and up to three times a week is non-taxable. The remainder of overtime is taxed at 100 percent.

For above minimum salary workers, 50 percent of the overtime is non-taxable up to 5 times the minimum wage. This means that while 50 percent is not greater than 5 times the minimum wage for each overtime week, everything above this limit should be taxable.

Example of Non-Taxable Overtime for Minimum Salary Workers

Hourly rate = 5.65 MXN

Overtime hours worked in one week (9 hours double and 2 hours triple) = 11 hours

Double overtime hours earned = 9 hours x 5.65 = 50.85 x 2 (double) = 101.70 MXN (non-taxable)

Triple overtime hours earned = 2 hours x 5.65 = 11.30 x 3 (triple) = 33.90 MXN (100 percent taxable)

Non-taxable overtime = 101.70 MXN

Taxable overtime = 33.90 MXN

Examples of Taxable and Non-Taxable Overtime for Above Minimum Salary Workers

Example 1:

Minimum wage = 45.24 MXN

5 times minimum wage = 226.20 MXN

Overtime in Week 1 = 150.00 MXN

Taxable overtime = 75.00 MXN

Non-taxable overtime = 75.00 MXN

Note. The non-taxable portion of overtime is 75.00 MXN, because 75.00 MXN is not greater than 5 times minimum wage (which would be 226.20 MXN).

Example 2:

Minimum wage = 45.24 MXN

5 times minimum wage = 226.20 MXN

Overtime in Week 2 = 550.00 MXN

Taxable overtime = 323.80 MXN

Non-taxable overtime = 226.20 MXN

Note. The non-taxable portion of overtime is 226.20 MXN, because 275.00 MXN (50 percent of the overtime) is greater than 5 times minimum wage (226.20 MXN). Therefore, the non-taxable portion of the overtime is capped at 5 times minimum wage.

Running the Overtime Report

This section discusses how to run the Overtime report.

Page Used to Run the Overtime Report

Page Name	Object Name	Navigation	Usage
Overtime Report	GPMX_RC_OVR001	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Overtime MEX, Overtime Report	Provides overtime details for employees. With this report, you have two options: • From week to week with daily details. • From week to week without daily details.

See Also

[Appendix A, “Global Payroll for Mexico Reports,” page 219](#)

Running the Overtime Report

Access the Overtime Report page.

Overtime Report page

Pay Group	Select the pay group for which the overtime report will be run.
Year	Enter the year for which the overtime report will be run.
First Week and Last Week	Enter the first week and last week parameters for the overtime report.
Details	Select if you want to have daily details in the overtime report.

Viewing Delivered Overtime Earnings

Global Payroll for Mexico delivers these earnings to calculate overtime:

Earning	Description
T EX DOB SEM	Double paid overtime weekly
DES TRAB SEM	Worked day off weekly
FES TRAB SEM	Worked holiday weekly
T EX TRI SEM	Triple overtime weekly
T EXTRA DT	Double-triple overtime weekly
T EX EXE SEM	Non taxable overtime weekly
T EXTRA DOBL	Double paid overtime
T EXTRA TRIP	Overtime paid triple
T EXTRA EXEN	Non taxed overtime
DESCAN TRAB	Worked day off
FESTIVO TRAB	Worked holiday
T EXTRA	Overtime
TOT TMPO EXT	Overtime total
T EXTRA GRAV	Taxable overtime

Note. All the earnings named SEM are elements you should use. These earnings are intended to serve as a bridge between the input pages for overtime and the positive input they generate. For example, if you enter 3 double overtime hours, it will be stored in the T EX DOB SEM earning as positive input, and later, it will be processed in the T EXTRA DOBL earning and other earnings (taxable and non-taxable).

TE FM EXENTO is a PeopleSoft-delivered formula. It calculates the taxable and non-taxable portion for all the overtime earnings (double, holiday, days off worked). This calculation is executed separately every week.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 18

Processing Terminations

This chapter provides an overview of termination payments and discusses how to:

- Run the Termination/Layoff Letters report.
- View delivered termination elements.

Note. Setting up terminations is discussed previously in another chapter in this PeopleBook.

See Also

Chapter 9, “Setting Up Terminations,” page 77

Understanding Termination Payments

This section lists prerequisites and discusses termination payments.

Prerequisites

Because it is common for some payments to be made only upon termination and some standard earnings might not be processed as part of termination pay, you must define exactly which earnings should be paid in response to a termination.

Before termination earnings or deductions can be processed, you must:

- Define your termination versions.

Termination versions are the set of reasons for termination, layoff, or completion of contract that are considered sufficient to trigger a set of termination payments and deductions.

- Define the earnings and deductions to process upon termination (or layoff and completion) by associating each element with one or more termination versions.
- Use the delivered generation control element LF GC VER FINIQ to trigger the processing of each termination earning and deduction only when the action and reason for a payee’s termination match the termination version associated with the earning or deduction.
- Identify the terminated payees and enter the appropriate action/reason for termination on the Job Data pages in PeopleSoft Enterprise Human Resources.
- Define whether the Salary Credit will be considered for tax calculation, either at the payee level or calendar ID level, by using the delivered Salary Credit in Terminations variable (LF VR CRED SAL). The Salary Credit in Terminations variable has a default value of *Y* to include the salary credit in the termination tax calculation. The Salary Credit in Terminations variable should be changed to *N* if the salary credit is not considered for termination tax calculation.

Note. Each of these prerequisites is described in detail in another chapter in this PeopleBook.

See Also

[Chapter 9, “Setting Up Terminations,” page 77](#)

Termination Payments

In Mexico, when you terminate a payee, you might need to make the following payments:

- Regular earnings and deductions that are due for the termination period.
- Compensation for unused paid vacation days and the vacation premium.

The system multiplies the DAILY RT (system element) by the proportional worked days in the year times the number of vacation days, as of the termination day or anniversary date.

If the payee’s seniority anniversary occurs during the termination pay period, the system calculates the corresponding days in an array using the new seniority years.

To calculate the vacation premium, the system multiplies this result by the premium percentage.

- Compensation for the Christmas bonus.

The system prorates worked days in the year to calculate the corresponding Christmas bonus pay.

- Severance pay or other compensation due to special termination earnings, according to the termination version selected for the payee.
- Amount owed for all unpaid loans, independent of each other.

This amount is automatically deducted from the last payslip.

Note. Termination payments can be calculated in either a regular payroll or an off-cycle payroll.

Running the Termination/Layoff Letters Report

This section discusses how to run the Termination/Layoff Letters report.

Page Used to Run the Termination/Layoff Letters Report

Page Name	Object Name	Navigation	Usage
Termination/Layoff Letters	GPMX_RC_TERMREP	Global Payroll & Absence Mgmt, Termination Processing, Create Term/Layoff Letters MEX, Termination/Layoff Letters	Generates either a termination letter or a layoff letter, depending on the option you select.

See Also

[Appendix A, “Global Payroll for Mexico Reports,” page 219](#)

Running the Termination/Layoff Letters Report

Access the Termination/Layoff Letters page.

Termination/Layoff Letters

Run Control ID: 1
[Report Manager](#)
[Process Monitor](#)

Report Parameters

*Calendar Group ID: G1_GRP_APR04_AD1 April 2004
Company: ACC State of Accord
Pay Group: G1PG01 Test Pay Group
Employee ID: GY0001 Karina Bernal Macías
Format ID: KYRECFIN Termination Pay

Letter Type

☒ Termination
☐ Layoff

Termination/Layoff Letters page

Letter Type

Select Termination or Layoff depending on the type of letter being generated.

Viewing Delivered Termination Elements

This section discusses:

- Delivered termination earnings.
- Delivered termination process lists and sections.

Delivered Termination Earnings

PeopleSoft delivers these delivered earnings that you can create to process termination pay.

Note. The delivered termination earnings for Mexico are defined as PeopleSoft Delivered/Not Maintained. This enables you to modify them to fit your needs. You can also create new termination elements using the delivered elements as your guide.

Earnings	Description
20 DIAS X AÑO	20 days per year severance
3 MESES	3 months salary severance

Earnings	Description
PRIMA ANTIG	Seniority premium severance
LIQUIDAC EX	Nontaxable severance
LIQUIDAC GR	Taxable severance
LIQUIDACION	Severance total
AGUINALDO	Christmas bonus
VAC PROP ACT	Actual year proportional vacations (Corresponding portion based on January 1 of the year and the termination date divided by 365.)
VAC PROP ANI	Anniversary proportional vacations (Corresponding portion based on the most recent anniversary date and the termination date divided by 365.)
SALDO VACAC	Unpaid vacations balance
PMA VAC PACT	Current year proportional vacation premium (Corresponding portion based on January 1 of the year and the termination date divided by 365.)
PMA VAC PANV	Anniversary proportional vacation premium (Corresponding portion based on the most recent anniversary date and the termination date divided by 365.)
SALDO PMAVAC	Unpaid vacation premium balance

Delivered Termination Process Lists and Sections

The preceding list of termination earnings can be found in the sections LIQ Y FINIQUITOS and SALDO VACACIONES.

The process list containing termination elements for Mexico is NOMINA.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 19

Understanding Garnishments

This chapter discusses:

- Garnishment types.
- Calculation of garnishments.
- Creation of new garnishments.
- Delivered garnishment elements.

Garnishment Types

Garnishments are typically defined in one of these ways:

- As a percent of total of gross earnings.
- As a fixed quantity.
- As a percentage of net pay.
- As the total amount or percentage of a fixed set of earnings or deductions.
- As a percentage of the payee's compensation.

Global Payroll for Mexico delivers five sample garnishment elements. You can modify these elements to fit your needs, or use them as models for creating your own garnishments.

Note. These garnishment types apply to all kinds of payroll processes: regular payroll, special payrolls, Christmas bonuses, termination pay, and so forth.

Calculation of Garnishments

Global Payroll for Mexico delivers the deduction element PENSION ALIM to calculate garnishments. To trigger this garnishment, you must assign the garnishment to a payee using the Earning/Deduction Assignment page, because the definition of the garnishment element is *By Payee* in the garnishment element group KY DED GRALES.

Creation of New Garnishments

If you need to create your own garnishment, use the delivered garnishment PENSION ALIM as the model. To create a new garnishment:

1. Create a deduction defined as Base times Percent on the Calculation page in the Deduction component.
2. To calculate the base, first create an accumulator (for example, the delivered accumulator PERC PENSION ALIM) containing all of the earnings on which the garnishment is based minus all pretax deductions (for example, the delivered accumulator DED PENSION AI).
3. This accumulator is the base for the garnishment tax, so you should then create a formula to apply tax formulas to this base (for example, the delivered formula PA FM IMP PERC).

The garnishment base is then the earnings accumulator (PERC PENSION ALIM) minus the taxes generated by this accumulator (PA FM IMP PERC), minus the accumulator that contains the deductions after taxes (for example, the delivered accumulator DED PENSION DI).

4. Assign this deduction to a recipient using the Recipients page in the Deduction component.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements,” Defining Calculation Rules for an Earnings Element

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Defining Earning and Deduction Elements,” Selecting a General Recipient for a Deduction

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Setting Up Overrides,” Assigning and Disabling Earnings and Deductions by Payee

Delivered Garnishment Elements

This section discusses:

- Delivered garnishment deductions.
- Delivered garnishment process lists and sections.

Note. The delivered garnishments for Mexico are defined as PeopleSoft Delivered/Not Maintained. Therefore, you can modify the elements to fit your needs. You can also create new garnishment elements using the delivered elements as your guide.

Delivered Garnishment Deductions

Global Payroll for Mexico delivers five garnishment elements:

Deduction	Description
PENSION ALIM	This element is used to calculate a garnishment (deduction) defined as a percentage of a base (Base times Percent). The base is returned by the formula PA FM BASE PENSION, and the percentage is contained in the variable PA VR % PENSION 1.

Deduction	Description
	The formula PA FM BASE PENSION returns the value of the garnishable base. It is calculated by subtracting the formula PA FM IMP PERC and the accumulator DED PENSION DI from the accumulator element PERC PENSION ALIM (PA FM BASE PENSION = PERC PENSION ALIM – PA FM IMP PERC – DED PENSION DI).
	PERC PENSION ALIM: Accumulator storing garnishable earnings minus pretax deductions. (Pretax deductions are contained in the accumulator DED PENSION AI.) PA FM IMP PERC: Formula that calculates the garnishment tax (a tax on the garnishment base stored in the accumulator PERC PENSION ALIM). DED PENSION DI: Accumulator containing after tax deductions.
	Note. In the delivered garnishment element PENSION ALIM, the percentage is a variable that can be changed as required, or it can be overridden at the payee level.
	Note. You must select the elements that form the base of this garnishment by adding them to the accumulator PERC PENSION ALIM. In addition, add the taxable part of these elements to the accumulator BASE IMP PEN ALIM, which is used in the formula PA FM IMP PERC.
	Note. To trigger this garnishment, you must define the garnishment (deduction) recipients. To define deduction recipients, define a recipient ID on the Deduction Recipients page in Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients. Then, assign the recipient ID to individual payees on the Assign Deduction Recipients page in Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Assign Deduction Recipients.
PENSION C FI	This element is used to calculate a garnishment with a calculation rule of Amount. The amount is assigned at the payee level.
PENSION NETO	This element is used to calculate a garnishment defined as a percentage of net pay—that is, a garnishment with a calculation rule of Base times Percent, in which the base is the net pay accumulator NETO. The percentage is contained in the variable PA VR % PENSION 2.

Deduction	Description
PENSION T – I	This element is used to calculate a garnishment defined as a percentage of Total Earnings – Taxes (that is, a garnishment with a calculation rule of Base times Percent). The base is calculated by the formula PA FM PENSION T-I (Total Earnings minus ISR Taxes minus IMSS Taxes, or TOTAL PERCEPCIONES – ISR RETENIDO – CUOTAS CYV – CUOTAS EYM). The percentage is contained in the variable PA VR % PENSION 3.
PENSION TOT	This element is used to calculate a garnishment defined as a percentage of total earnings—that is, a garnishment with a calculation rule of Base times Percent, in which the base is the total earnings accumulator TOTAL PERCEPCIONES. The percentage is contained in the variable PA VR % PENSION 4.

Delivered Garnishment Process Lists and Sections

The section containing garnishments for Mexico is PENSIONES. This section is encountered in these process lists:

Process List	Description
NOMINA	Main process list for payroll elements
NOMINA ESPECIAL	Special payroll process list

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,” Viewing the Delivered Elements

CHAPTER 20

Understanding Net-To-Gross Payments

This chapter discusses:

- Net-to-gross processing.
- The net-to-gross process sequence.
- Delivered net-to-gross elements.

Net-to-Gross Processing

This section discusses:

- Net-to-gross earnings elements.
- How to determine whether a net-to-gross calculation is required.
- Actual net pay and target net pay.
- Upper and lower limits.
- PIRAMIDADO earning calculation.

Net-To-Gross Earnings Elements

Gross-ups are required when you want to pay a payee a specific net amount. Starting from the net amount, the system determines the gross amount to process so that after tax deductions have been made, the required net amount remains.

As part of this feature, Global Payroll for Mexico provides two earnings elements:

- PIRAMIDADO
- EXC PIRAMID

PIRAMIDADO is used for paying the net amount. The PIRAMIDADO earning contributes to the PIRAMIDADOS accumulator, which is the element used in formulas to arrive at the required net.

You enter the PIRAMIDADO earnings amount using positive input or with the Earning/Deduction Assignment page. The system calculates the amount by which it must gross-up earnings to have the required net after deducting taxes. It then assigns that amount, discounting the PIRAMIDADOS accumulator, to the EXC PIRAMID earning. The two earnings make up the gross pay. The PIRAMIDADO earnings element is assigned to the DESPUES IMPUESTOS section of the NOMINA process list before the gross-to-net sub-process begins. This is where the EXC PIRAMID earnings element is calculated.

To summarize:

- $\text{PIRAMIDADO} + \text{EXC PIRAMID} = \text{Gross Pay}$

- $\text{PIRAMIDADO} = \text{Net Pay}$
- $\text{EXC PIRAMID} = \text{Additional amount needed to reach net pay}$

Determining Whether a Net-to-Gross Calculation is Required

When PIRAMIDADO earnings are resolved, these earnings add to the gross-up accumulator PIRAMIDADOS, which contains the resolved value of the PIRAMIDADO earnings element after taxes and other deductions. In another section of the process list - PIRAMIDADO SEC - a conditional formula determines that grossing-up is required if the gross-up accumulator has a value.

Actual Net Pay and Target Net Pay

To determine when the gross-up process is complete, the system compares the actual net pay amount (the net pay element defined in the process list) to the target net amount. The target net is the sum of the net pay element before processing the PIRAMIDADOS section and the PIRAMIDADOS accumulator ($\text{NET} + \text{PIRAMIDADOS}$).

In each iteration of the gross-up, the process produces a new net based on the new gross amount.

When the actual and target net are the same, the process of calculating the gross pay is complete.

Upper and Lower Limits

Global Payroll for Mexico calculates *upper* and *lower* limits as part of the gross-up process. These limits are the values between which $\text{PIRAMIDADOS} + \text{EXC PIRAMID}$ falls. In each iteration of the gross-up, the earning EXC PIRAMID takes a value between the Lower Limit – PIRAMIDADO and the Upper Limit – PIRAMIDADO.

For example:

Suppose that you want to pay a PIRAMIDADO amount of 1,000.00.

The first time that limits are calculated, the upper and lower limits are:

- Upper Limit: $1,000 \times 1.6 = 1,600.00$.
- Lower Limit: 1,000.

Therefore, in the first iteration, the EXC PIRAMID values are between 0 and 600.

In each iteration, the gross amount varies, depending on the PIRAMIDADO and EXC PIRAMID values.

PIRAMIDADO Earning Calculation

After the system determines that a gross-up is required, it starts the calculation by treating the PIRAMIDADOS accumulator as if it is the *lower* value that $\text{PIRAMIDADOS} + \text{EXC PIRAMID}$ can take, and the 160 percent PIRAMIDADOS accumulator as the *upper* value that $\text{PIRAMIDADOS} + \text{EXC PIRAMID}$ can take.

The system processes the limits that are being changed to ensure that they enclose the target value for the EXC PIRAMID earnings element. It validates the upper amount, deducting taxes, to get a new net amount—the upper net—and verifies that the target net is between the lower net and upper net. The same validation is made if the lower limit is the one that is changing.

If the validation returns a value of *false*, the system is searching in the wrong range, and the lower and upper limit values must be redefined.

EXC PIRAMID takes its value during each iteration of the formula:

$$((\text{Lower Limit}) + (\text{Upper Limit})) / 2 - \text{PIRAMIDADOS}$$

Because of the tax deduction, the actual net doesn't match the target net. Using the difference between actual and target net in a formula, the system calculates a new upper or lower limit, deducts the taxes from it, and arrives at a new actual net, which it compares to the target net. The iterations—or loops—continue, with the actual net coming closer to the target net with each loop, until the actual and target net are the same.

The Net-to-Gross Process Sequence

The net-to-gross process sequence is:

1. You enter the bonus amount by positive input as the earnings PIRAMIDADO.
2. The PIRAMIDADO earnings are resolved in the DESPUES IMPUESTOS section and added to the accumulator PIRAMIDADOS.
3. The PIRAMIDADO SEC subprocess section in the NOMINA process list contains the conditional formula PI FM EJECUTAR.
If the formula finds that the PIRAMIDADOS accumulator is not zero and, therefore, a gross-up must be done on this accumulator, it invokes the PIRAMIDADO subprocess section.
4. The formula PI FM LIM INICIAL, the first element in the PIRAMIDADO SEC section, sets the variable PI VR NETO PIRAMID to the value of the current net plus the PIRAMIDADOS accumulator.
This value remains constant during subsequent processing. The formula PI FM LIM INICIAL also sets the values of the upper and lower limits (upper and lower values for the PIRAMIDADOS + EXC PIRAMID).
5. The earnings element EXC PIRAMID is the second element of the PIRAMIDADO SEC section.
With this element, the PIRAMIDADO SEC section initiates the gross-to-net subprocess governed by the conditional formula PI FM CONTINUAR.
6. The conditional formula PI FM CONTINUAR in the PIRAMIDADO SEC section compares the constant value of PI VR NETO PIRAMID (set in Step 4) with the value of the new net (which has the new calculated taxes subtracted from it).
7. If the formula PI FM CONTINUAR returns FALSE (0), meaning that there is no difference between PI VR NETO PIRAMID and the new calculated net, the process stops.
The formula returns TRUE (1) if it runs and determines new upper or lower limit values depending on positive or negative differences. The value of PI VR EXC PIRAMID is the amount by which the net is increased to produce the taxable gross.
8. The tax deductions are calculated in the IMPUESTOS FED section to produce a new actual net.
9. The conditional formula PI FM EXC PIRAM in the IMPUESTOS FED section compares the constant value of PI VR NETO PIRAMID (set in Step 4) with the value of the upper and the lower limits.
This determines whether the target net is still between the limits. If the target net is not between these limits, the formula recalculates the limits.
10. The tax deductions are calculated in the IMPUESTOS FED section to produce a new actual net.
11. The loop process of calculating a new gross, deducting taxes to produce a new net balance, and comparing the balance to the constant PI VR NETO PIRAMID continues until the actual net is closer to the target net ($-1 \leq x \leq 1$).

12. When the looping stops, the formula PI FM CONTINUAR checks to see that there is no difference between PI VR NETO PIRAMID and the new net.

If there is no difference, the formula resolves to FALSE, indicating that the system has calculated the correct gross-up figure. The system goes through the loop a maximum of fifteen times. If it fails to calculate the gross amount correctly within that limit, you must remove the PIRAMIDADO earning amount, calculate the gross manually, and pay it using the earnings element of your choice.

Example: Calculating the PIRAMIDADO Earnings and Gross Pay

This example is based on a positive input entry of 500 to the PIRAMIDADO earnings. The value of the PIRAMIDADOS accumulator becomes 500.

The PIRAMIDADO SEC section is run because the PIRAMIDADOS accumulator is greater than zero.

Suppose that the net result before the PIRAMIDADO earning resolves to 5,000.00, so the new target net is 5,500.00 (net before PIRAMIDADO + 500.00 [PIRAMIDADO]).

New upper and lower limits must be set:

- Lower Limit: $\text{PIRAMIDADOS} = 500 \text{ MXN}$.
- Upper Limit: $160 \text{ percent PIRAMIDADOS} = 500 \times 1.6 = 800$.

These two earnings are used to calculate the new net:

- PIRAMIDADO, which is entered through positive input or earnings and deduction assignment.
- EXC PIRAMID, which is used to find the target net.

To ensure that you reach the target net, PIRAMIDADO should be between 500 and 800. Therefore, EXC PIRAMID has a value between 0 and 300.

Delivered Net-to-Gross Elements

This section discusses:

- Delivered gross-to-net earnings.
- Delivered net-to-gross process lists and sections.

Delivered Gross-to-Net Earnings

PeopleSoft delivers these gross-to-net earnings.

Earning	Description
PIRAMIDADO	This element is used to pay the net amount through positive input.
EXC PIRAMID	This element contains the amount by which the system must gross-up pay to have the required net after deducting taxes.

Delivered Net-to-Gross Process Lists and Sections

The NOMINA process list contains these net-to-gross sections.

Section	Description
DESPUES IMPUESTOS	This section includes the earnings element PIRAMIDADO.
PIRAMIDADO SEC	This is a Payroll Process Only section of the subprocess type. As a subprocess section, it allows iterative processing to occur within it (that is, recursive calling of the IMPUESTOS FEDERALES section can take place).
IMPUESTOS FEDERALES	This section calculates the tax on the gross pay (the sum of previous gross plus PIRAMIDADO and EXC PIRAMID earnings).

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Mexico. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Viewing Delivered Elements and System Data,”
Viewing the Delivered Elements

CHAPTER 21

Defining Results Adjustments and Reversals

This chapter provides an overview of results adjustments and discusses how to define and process results reversals.

Note. The off-cycle payment feature has replaced the results adjustment and reversal feature. In this release, you can still use the results adjustment and reversal feature, however, in future releases, off-cycle payments may be used exclusively.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Managing Off-Cycle Processing”

Understanding Results Adjustments

In Global Payroll, you can adjust an employee’s pay results with the retro feature. With result adjustment, you can make changes to an employee’s pay after finalization. For example, if a special deduction has to be applied to an employee’s results right before calculation, you can do so by adding this deduction in the Positive Input page in the core application.

Note. There is no special setup required for results adjustments. It is done through regular retro processing.

There are two types of adjustments:

- Positive adjustment – when additional pay needs to be made to the employee.
- Negative adjustment – when an employee’s pay needs to be deducted.

Both positive and negative adjustments are handled with retro triggers that are defined in the core application. If it’s a payroll adjustment, you can make the adjustment through positive input. If it’s an absence adjustment, you can make the adjustment through the Absence Entry page.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Working with Positive Input”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Setting Up Triggers”

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Entering and Processing Absences”

Defining and Processing Results Reversals

This section provides an overview of results reversals and discusses how to define results reversals.

Understanding Results Reversals

When an employee is terminated and never shows up for work again, you can use the results reversal feature in Global Payroll for Mexico. In this case, you can select those employees whose results need to be reversed. This way, the system can identify the reversed employees during the termination process and won't process those employees. The results that were previously generated are cancelled.

You'll use results reversal to identify the employees whose results need to be reversed.

Note. Results reversal is only used for employees who never show up for work. Any other type of reversal is handled with the retro feature in Global Payroll.

To process a results reversal for an employee:

1. Select the employee whose results need to be reversed on the Results Reversal page.
2. During the termination process, the system identifies the reversed employees and does not process them any further. This is done with a formula that avoids the calculation of the regular payroll or termination process. The formula RE FM VALIDA REVER is PeopleSoft-delivered but not maintained.

See Also

[Chapter 18, "Processing Terminations," page 189](#)

[Chapter 3, "Defining Country Data," Retroactivity, page 21](#)

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, "Defining Retroactive Processing"

Page Used to Define Results Adjustments

Page Name	Object Name	Navigation	Usage
Results Reversal	GPMX_REVERSAL	Global Payroll & Absence Mgmt, Payee Data, Reverse Results MEX, Results Reversal	Select the employees whose results need to be reversed.

Defining Results Reversal

Access the Results Reversal page.

Results Reversal																			
Pay Group:	KY MENSUAL Grupo de Pago Mensual																		
Calendar ID:	AUSM KYM0401																		
<table border="1"> <thead> <tr> <th colspan="2">Data</th> <th>Find View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> </thead> <tbody> <tr> <td>*EmplID:</td> <td>Name:</td> <td colspan="4"></td> </tr> <tr> <td>0016</td> <td>Raquel Andres</td> <td colspan="4"></td> </tr> </tbody> </table>		Data		Find View All	First	1 of 1	Last	*EmplID:	Name:					0016	Raquel Andres				
Data		Find View All	First	1 of 1	Last														
*EmplID:	Name:																		
0016	Raquel Andres																		

Results Reversal page

EmplID (employee ID)

Select the ID of the employee whose check needs to be reversed.

Note. The results reversals are specific for a pay group and Calendar ID.

CHAPTER 22

Processing Banking

This chapter provides an overview of banking and discusses how to:

- Define the banking process.
- Run the banking report.

Understanding the Banking Process

In Global Payroll, banking setup starts in the core application and continues with processing in Global Payroll for Mexico. Before reading this chapter, it is strongly recommended that you read the banking feature in the Global Payroll core documentation.

Before running the banking process for Mexico, you must set up basic banking information in the core application, such as:

- Defining bank information, such as bank name, address, and ID.
- Defining EFT formats.
- Identifying source banks and linking source banks to pay entities.
- Defining deposit schedules.
- Defining recipients.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Banking Instructions”.

After running a payroll, funds are sent to the bank, along with instructions for payment. The bank needs to know who is going to be paid, how much they are to be paid, and which bank the wages are paid to. This information is extracted from the core application and stored in the Mexican payroll files, based on a list of payees corresponding to those in the last payroll run. A file is created with a line for each payee, containing a name, bank account number and amount of money. This file is sent to the bank that then distributes the funds.

Note. Global Payroll for Mexico supports six major Mexican banks: Banamex, Bancomer, Bancrecer, Banorte, Bital, and Scotiabank.

Defining the Banking Process

This section provides an overview of the banking process and discusses how to:

- Define the payment preparation.
- Define the payment file generation.

Understanding the Banking Process

To process banking in Global Payroll for Mexico:

1. Launch the banking process on the Payment Preparation page.

The banking process includes launching PS_JOB which groups two different Application Engines: the core Global Payroll application and the Global Payroll for Mexico application. The GP_PAYMENT and GPMX_PAYMENT output tables are populated.

2. Launch the process to build the EFT file and generate the banking report on the Payment File Generation page.

An SQR, called GPMXBA01, is run. An EFT file is generated, containing the details of each payment from the payroll run. The EFT file is sent to the bank so that the funds can be transferred to payees' bank accounts. This SQR also generates a report with payment details for validation purposes. You can review and store the payment details.

Note. Each bank in Mexico has a different flat file format. Global Payroll for Mexico has the flexibility to generate these different formats for six of the major banks in Mexico.

Pages Used to Define Banking in Mexico

Page Name	Object Name	Navigation	Usage
Payment Preparation	GPMX_BANK_POPULATE	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process MEX, Payment Preparation	Launch the processes that populate the GP_PAYMENT and GPMX_PAYMENT records.
Payment File Generation	GPMX_BANK_EFT	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File MEX, Payment File Generation	Launch the process of building the flat output file (EFT) and generate a report.

Defining the Payment Preparation

Access the Payment Preparation page.

Payment Preparation

Run Control ID: 1
[Report Manager](#)
[Process Monitor](#)

Run

Payroll Run

*Calendar Group: KYM0102

Description: Monthly Payroll February 2001

Stream Number: ☐ Process Streams

Clear Data

Processing Phases and Options

☒ Calculate

☐ Update Statistics

☐ Finalize

Calendar List

Customize | Find | View All | First 1 of 1 Last

Pay Group	Calendar ID	Payment Date
KY MENSUAL	KYM KYM02	02/28/2001

Streams

Customize | Find | View All | First 1 of 1 Last

Stream Number	EmpID From	EmpID To	Calculated
			☒

Payment Preparation page

Note. The fields on the Payment Preparation MEX page are the same as the Run Payment Prep Process page in the core application, except that there is an additional button (Clear Data) on the Payment Preparation MEX page. For more information about the Run Payment Prep Process page in the core application, refer to *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*.

See *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook*, “Defining Banking Instructions”.

Clear Data Select when you want to recalculate the Mexican banking process. If you select Clear Data, you can clear the GPMX_PAYMENT output table and fill it again if there are any changes to the calculation.

Defining the Payment File Generation

Access the Payment File Generation page.

Payment File Generation

Run Control ID: 1
[Report Manager](#)
[Process Monitor](#)

Run

Banking

*Calendar Group ID: KYM0102

*Pay Entity: KY002

*Bank Format: Banamex

File Name: LINEABNM.TXT

Bank Cust ID: 8085657

Reference Number A: 11112222

Version

☐ DOS
☒ Windows

Format

☒ Pagomatico
☐ Third Party

Payment File Generation page

Calendar Group ID Select the Calendar Group ID for which you want to generate a payment file.

Pay Entity Select the pay entity for which you want to generate a payment file.

Bank Format Select the bank. Values are *Banamex*, *Bancomer*, *Bancrecer*, *Banorte*, *Bital*, and *Scotiabank*. Depending on which bank you select, additional fields may appear on this page. Each bank may require different information about the bank file transfer. The following table lists the additional fields that appear depending on the bank format you select.

Version and Format For the Banamex bank format, you can build two versions of an EFT file: DOS or Windows. If you select the Windows version, you will also select the format: *Pagomatico* or Third Party.

Bank Format	Additional Fields that Appear
Banamex	File Name, Bank Cust ID, Reference Number A, Version, Format
Bancomer	File Name, Secondary Reference
Bancrecer	File Name, Reference Number, Reference Number A
Banorte	File Name

Bank Format	Additional Fields that Appear
Bital	File Name
Scotiabank	File Name, Reference Number A, Reference Number C

Note. Once the GP_PAYMENT table and the GPMX_PAYMENT table are populated, you can launch an SQR that generates the flat file for banking along with a printed report of payment details.

Running the Banking Report

This section discusses how to run the banking report.

Page Used to Run the Banking Report

Page Name	Object Name	Navigation	Usage
Banking Report	GPMX_BANK_EFT	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File MEX, Payment File Generation	Creates an electronic flat file to be transferred to the bank and a printed report.

See Also

Appendix A, “Global Payroll for Mexico Reports,” page 219

CHAPTER 23

Managing Off-Cycle Payments

This chapter provides an overview of off-cycle processing and discusses how to:

- Record manual payments.
- Enter corrections.
- Make unscheduled payments.
- Issue advance payments.

Note. Please refer to *PeopleSoft Enterprise Global Payroll 8.9 PeopleBook* for information on off-cycle setup and processing.

See Also

PeopleSoft Enterprise Global Payroll 8.9 PeopleBook, “Managing Off-Cycle Processing”

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.

The Off-Cycle Process

Off-cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or to make early termination payments that can’t wait until the next scheduled payroll.

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments

Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

2. Corrections

Corrections enable you to correct results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.

3. Unscheduled payments

Unscheduled payments enable you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursement.

4. Advances

Advances enables you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Recording Manual Payments

When entering manual payments for Mexican payees, it is recommended that all calculations be manually calculated outside the system and then entered. The following areas need to be considered when entering manual payments:

- Selecting the *Period (Calendar) Paid* and *Payment Date* on the Period Calendar tab of the Manual Payments page.

The selection of the period paid and payment date need to be considered carefully. When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar. The selection of the payment date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

- Selecting processing controls on the Manual Payments page.

The *Period Begin Date* and *Period End Date* should default after selecting the *Period (Calendar) Paid*. It is recommended that these dates not be changed as the delivered Mexican rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

The run type defaults from the *Period (Calendar) Paid* and it is recommended that the default be used. To ensure that the payee's manual payment is processed by the system, the *Allow Duplicates* check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they have already been processed in the period.

Stop Regular Resolution enables you to stop the resolution of all elements on the process list except the elements entered into the manual payment. If you decide to allow regular resolution, an analysis would need to be performed to understand the impact on your supporting elements.

If using the Limited Element Set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note. Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

Entering Corrections

The Corrections page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the Mexican delivered statutory rules.

The following areas need to be considered when entering corrections:

- All earnings and deductions need to have period-to-date logic applied.

- This method is used to correct pay accumulators only. Absence accumulators will not be corrected.

Making Unscheduled Payments

The Unscheduled Payments page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements. This method uses period-to-date logic built into the Mexican delivered statutory rules when calculating.

The following areas need to be considered when entering unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators will not be updated.

Issuing Advance Payments

The Advance Payrolls page of the Off-Cycle Requests component (GP_OFFCYCLE_SETUP) is used when you would like to pay an employee before their normal on-cycle pay run. For example, when an employee is terminated and the termination payment needs to be paid immediately and not in the next on-cycle pay run. The following is recommended when making advance payments:

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.

APPENDIX A

Global Payroll for Mexico Reports

This appendix discusses Global Payroll for Mexico reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. For more information about running these reports, refer to the appropriate chapter in this PeopleBook.

Global Payroll for Mexico Reports: A to Z

This table lists the Global Payroll for Mexico reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXAA01 Minimum Wage Salary Level	Displays a list of the minimum wage salary levels in your company to present to the government.	Global Payroll & Absence Mgmt, Taxes, ANN – Tax Adj Report MEX, Annual Adjustment	GPMX_RC_SUBSACRED
GPMXAA02 Annual Tax Adjustment Results	Displays the annual tax adjustment results.	Global Payroll & Absence Mgmt, Taxes, ANN – Tax Adj Report MEX, Annual Adjustment	GPMX_RC_SUBSACRED
GPMXAA03 Form 37	Form 37 has two purposes. Either it provides information about employees who are going to present their own annual adjustment tax data or it provides tax information to employees who terminate.	Global Payroll & Absence Mgmt, Taxes, Form 37 Report MEX, Form 37	GPMX_RC_FORMAT37
GPMXAA04 Creditable Subsidy	Displays tax subsidy data.	Global Payroll & Absence Mgmt, Taxes, ANN – Tax Adj Report MEX, Annual Adjustment	GPMX_RC_SUBSACRED
GPMXAA05 Multiple Information MEX	Creates a flat file that will be loaded up to the SAT (<i>Servicio de Administración Tributaria</i>) system.	Global Payroll & Absence Mgmt, Taxes, Multiple Information MEX, Multiple Information MEX	GPMX_RC_ANNL
GPMXAG01 Christmas Bonus	Details the Christmas bonus amounts and taxes.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ANN – Christmas Bonus MEX, Christmas Bonus	GPMX_RC_XMAS01

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXBA01 Payment File Generation	Creates an electronic flat file to be transferred to the bank and a printed report.	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File MEX, Payment File Generation	GPMX_BANK_EFT
GPMX_PMT Payment Preparation	Populates the GP_PAYMENT and GPMX_PAYMENT records for banking payments review. The Payment Preparation process is a prerequisite for the Payment File Generation process.	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process MEX, Payment Preparation	GPMX_BANK_POPULATE
GPMXIE01 State Taxes by Location	Provides a monthly report on state taxes paid by your company.	Global Payroll & Absence Mgmt, Taxes, State Taxes by Loc Report MEX, State Taxes by Location	GPMX_RC_ST_TAXES
GPMXIF01 Federal Taxes Summary	An end of the tax year report that details the federal taxes paid by your company and your employees.	Global Payroll & Absence Mgmt, Taxes, Federal Taxes Report MEX, Federal Taxes Summary	GPMX_RC_FEDTAX
GPMXIF02 Subsidy Factor Report	Lists the earnings that are the base for the subsidy factor.	Global Payroll & Absence Mgmt, Taxes, ANN – Subsidy Factor Rpt MEX, Subsidy Factor Report	GPMX_RC_SUBS_FACT
GPMXIM01 Variable SDI Report	Lists the variable SDI earnings for the previous month by pay group.	Global Payroll & Absence Mgmt, Social Security/Insurance, Variable SDI Report MEX, Variable SDI Report	GPMX_RC_VARIABI
GPMXIM02 IMSS Printed Notices – Hire	Provides hiring details for selected employees. This report is submitted to IMSS in printed format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Report Notices MEX, IMSS Printed Notices	GPMX_RC_IMSS_PRN
GPMXIM03 IMSS Magnetic Media Notices - Hire	Provides hiring details for selected employees. This report is submitted to IMSS in magnetic media format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Mag. Notices MEX, IMSS Mag. Media Notices	GPMX_RC_IMSS_MMD
GPMXIM04 IMSS EDI Notices – Hire	Provides hiring details for selected employees. This report is submitted to IMSS in EDI format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS EDI Notices MEX, IMSS EDI Notices	GPMX_RC_IMSS EDI
GPMXIM05 IMSS Printed Notices – Termination	Provides termination details for selected employees. This report is submitted to IMSS in printed format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Report Notices MEX, IMSS Printed Notices	GPMX_RC_IMSS_PRN

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXIM06 IMSS Magnetic Media Notices - Termination	Provides termination details for selected employees. This report is submitted to IMSS in magnetic media format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Mag. Notices MEX, IMSS Mag. Media Notices	GPMX_RC_IMSS_MMD
GPMXIM07 IMSS EDI Notices – Termination	Provides termination details for selected employees. This report is submitted to IMSS in EDI format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS EDI Notices MEX, IMSS EDI Notices	GPMX_RC_IMSS_EDI
GPMXIM08 IMSS Printed Notices – Salary Change	Provides salary change details for selected employees. This report is submitted to IMSS in printed format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Report Notices MEX, IMSS Printed Notices	GPMX_RC_IMSS_PRN
GPMXIM09 IMSS Magnetic Media Notices – Salary Change	Provides salary change details for selected employees. This report is submitted to IMSS in magnetic media format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Mag. Notices MEX, IMSS Mag. Media Notices	GPMX_RC_IMSS_MMD
GPMXIM10 IMSS EDI Notices – Salary Change	Provides salary change details for selected employees. This report is submitted to IMSS in EDI format.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS EDI Notices MEX, IMSS EDI Notices	GPMX_RC_IMSS_EDI
GPMXIM11 Absences Report	Details absences for selected employees.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence History MEX, Absences Report	GPMX_RC_WKRISK
GPMXIM12 IMSS Base Over Cap	Lists the employees who have a surplus over the cap on 3, 18, and 25 minimum wages.	Global Payroll & Absence Mgmt, Social Security/Insurance, IMSS Base Over Cap Report MEX, IMSS Base Over Cap	GPMX_RC_CAP_BSE
GPMXIM13 SUA- Load Employees	Generates the SUA employees interface and a printed report.	Global Payroll & Absence Mgmt, Social Security/Insurance, SUA – Payee File MEX, SUA - Load Employees	GPMX_RC_SUA001
GPMXIM14 SUA – Employee Transactions	Generates the SUA employees transaction interface and a printed report.	Global Payroll & Absence Mgmt, Social Security/Insurance, SUA – Transact File MEX, SUA - Employee Transactions	GPMX_RC_SUA002
GPMXIM16 Risk Factor Report	Lists all workers with work risk disability in a given year.	Global Payroll & Absence Mgmt, Social Security/Insurance, ANN – Risk Factor Report MEX, Risk Factor Report	GPMX_RC_ABSENCE

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXIM17 Fix SDI Report MEX	Lists the fixed SDI by employee, as well as earning elements that are included in the fixed SDI integrable base, depending on the selected parameters.	Global Payroll & Absence Mgmt, Social Security/Insurance, Fix SDI Report MEX, Fix SDI Report MEX	GPMX_RC_FIX_SDI
GPMXLF01 Termination/Layoff Letters	Generates either a termination letter or a layoff letter, depending on the option you select.	Global Payroll & Absence Mgmt, Termination Processing, Create Term/Layoff Letters MEX, Termination/Layoff Letters	GPMX_RC_TERMREP
GPMXPE01 Payroll Results Register	Summarizes the payroll results.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register MEX, Payroll Results Register	GPMX_RC_PAYRSL
GPMXPE02 Balances Report	Provides a monthly summary of all the accumulator members of the earnings total accumulator and the deductions total accumulator.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Balances MEX, Balances Report	GPMX_RC_ACCUM
GPMXPR01 Loans by Calendar	Lists all loans by calendar group ID.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Loans by Calendar MEX, Loans by Calendar	GPMX_RC_LOANS_CAL
GPMXPR02 Loans Payee	Lists all loans by payee.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Loans MEX, Loans Payee	GPMX_RC_LOANS_PYE
GPMXPYSL Payslip Run Control	Generates the payslip.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips MEX, Payslip Run Control	GPMX_RC_PAYSLIP
GPMXPV01 Provisions Report	Summarizes all provisions, including vacation, vacation premium, and Christmas bonus. This report has two running options: with or without detail.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Provisions MEX, Provisions Report	GPMX_RC_PROV
GPMXRU01 PTU – Eligible Payees	Lists all payees who are eligible for profit-sharing.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ANN – PTU Profit Share MEX, PTU Reports	GPMX_PTU
GPMXRU02 PTU – Non-Eligible Payees	Lists all payees who are not eligible for profit-sharing.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ANN – PTU Profit Share MEX, PTU Reports	GPMX_PTU

Report ID and Report Name	Description	Navigation	Run Control Page
GPMXRU03 PTU – Unpaid Payees	Lists all payees who have profit-sharing but have not been paid yet.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ANN – PTU Profit Share MEX, PTU Reports	GPMX_PTU
GPMXRU04 PTU - Project	Lists all the details of profit-sharing at employee level.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ANN – PTU Profit Share MEX, PTU Reports	GPMX_PTU
GPMXTE01 Overtime Report	Provides overtime details for employees. With this report, you have two options: • From week to week with daily details. • From week to week without detail.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Overtime MEX, Overtime Report	GPMX_RC_OVR001
GPMXVA01 Vacations Report	Details vacation entitlements and balances for selected employees.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Vacations MEX, Vacations Report	GPMX_RC_VACATN
GPMXVL01 Coupons Interface	Creates a flat file and a printed report of coupons. The flat file is transferred to the provider, which could be either Accor or SODEXHO.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Create Coupons Interface MEX, Coupons Interface	GPMX_COUPONS_INT

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

	PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

	courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft product families and are supported by Business Process Engineering group at PeopleSoft. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i> .
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to 3C access groups so that you can assign data-entry or view-only privileges across functions. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i>.
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.

current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.
delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollout structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.

document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.

incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft applications to work seamlessly with other PeopleSoft applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.
keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package

	is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.
PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.

process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.
product line	The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i>. See <i>record input VAT flag</i>.
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . PeopleSoft EnterpriseOne Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft applications.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data. See also <i>inquiry access</i> .
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with EnterpriseOne applications.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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